

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

BURSAR

FLSA STATUS: EXEMPT - PAY GRADE: 23 - P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Bursar provides strategic management of the College's student financial services and programs. This includes the billing, collection, and refunding of student accounts receivables generated by financial aid disbursements; assessment and recording of tuition and fees; and various other student or miscellaneous fees and charges. This position partners with the Associate Vice President for Administrative Services and other senior enrollment management leaders to visualize and develop both short-term and long-range plans, financial strategy, and policy related to student financials. The Bursar leads the Student Financial Services staff, manages the programs administered by the office, and ensures compliance with rules and regulations that govern federal, state, and institutional student aid programs, privacy of data, taxation, and banking regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads and communicates operational plans and strategy for Student Financials operations; provides information and context to leadership; and communicates to students and faculty the status of account and processes using email, text, and print.

Oversees respective programs, processes, and policies designed to provide a strong system of internal controls to protect and steward college resources; ensure compliance with federal, state, and institutional laws; and maintain exception free audits and reviews pertaining to Student Accounts.

Serves as liaison with college colleagues in academic departments, financial aid offices, registrar office, marketing, finance, and treasurer office and others as needed to ensure competent management of programs and services related to student financial issues.

Manages and supervises student financial analysts, accountants, and customer service staff to ensure staff is trained, mentored, assessed, and meet the highest standards of productivity and service.

Evaluates and improves the delivery of services to students, parents, alumni, academic departments, and colleagues that include use of technology, business policies, communications, and staff performance for student financial services processes. This includes recording of revenue, processing of tuition, fees, and other charges, cashiering, texting, student and third-party billing, book vouchers, refunds, financial aid disbursement, veteran invoicing, collections, 1098t and 1042s reporting and withholding, and receivable account reconciliations.

Identifies enhancement opportunities for functions, determines problem areas and if solutions are a business process change or a technological upgrade. Explores and identifies third party servicers to provide enhancement opportunities, and participates on College wide committees, state and national organizations

Proactively works with internal and external systems to ensure that Peoplesoft and other systems adequately support the student financial business functions and mission of the office. Engages in continuous critical analysis of existing systems and business processes; identifies need for new systems, and develops and presents proposals. External systems include tuition payment plans, collection agencies, prepaid tuition, online payment services, bookstores, banking institutions for delivery of aid and miscellaneous payments, credit card companies, government agencies, military, and other sponsors of tuition.

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Manages annual budget and/or expenditures for collections, bookstore, bad debt expenses, corporate and student refunds, and other miscellaneous accounts related to students.

Determines and completes year end processing requirements to close subsidiary Accounts Receivable Ledger and prepares requisite reports for state reporting, auditors, and AFR worksheets for annual financials.

SUPERVISION RECEIVED

Supervision is received from the Associate Vice President for Administrative Services.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A Bachelor's degree in finance, accounting, business administration or a related field from an accredited institution, supplemented by five (5) years of accounting, finance, or related experience, and three (3) years of supervisory experience. Experience with student financials and/or maintenance of higher education systems is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Revised 3/31/22