

BURSAR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager-Fiscal Operations WCC, an incumbent of this class is responsible for supervising all processing of payments for tuition and fees paid by cash, check, credit card and financial aid; ensuring compliance with established procedures and in accordance with regulations set forth in the administration of financial aid. Responsibility also includes working with the Manager in the development and implementation of policies and procedures regarding bursar functions, scheduling workflow and staffing for the Business Office, supervising and participating in the receiving, accounting, depositing and reporting of student tuition and fees and various miscellaneous revenues. In addition, the incumbent may act for and on behalf of the Manager in his/her absence. Supervision is exercised over a small number of clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the receiving, accounting, depositing and reporting of student tuition and fees and various miscellaneous revenues;

Supervises the processing of tuition and fee refunds;

Supervises cashier operations for Westchester Community College, including on campus and off campus registrations;

Assists in the development and implementation of office policies and procedures, ensuring coordination with departments within the College, as well as with external agencies such as banking institutions;

Uses the automated LGFS system to track accounts payable, payment vouchers, cash receipts (including detailed items such as insufficient funds), etc., resolves problems or receives direction from the Manager for resolution;

Uses the College's specialized automated system, StarTrak, to track on line student accounts and ensures accurate interface with LGFS including table updates and the development of new account coding as necessary;

Oversees deposits of cash, checks and credit card charges to banks to ensure proper recording, and to assist in determining the cash flow position of the institution;

Ensures the safe keeping of collected fees, and schedules staff to work with armored car service vendors for pick ups during registration;

Supervises the college tuition billing process;

Certifies receipt of student financial assistance;

Prepares monthly statements of tuition for credit courses, non-credit courses and miscellaneous revenues using an automated system;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains ledgers for credit and debit notices received and implements necessary actions;

Maintains files of student tuition payment records including Tuition Assistance Program (TAP) certifications and receipts, refunds and returned checks;

Plans record-keeping and unit work procedures;

Trains new cashiers in the operations of the unit in accordance with established rules and procedures;

Performs related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods and procedures used in the collection of monies and the keeping of financial records; good knowledge of student financial aid practices and procedures; working knowledge of modern business office management; ability to use automated systems; ability to supervise and plan work flow; ability to manipulate an alpha-numeric keyboard; honesty; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* from a recognized college or university and two years of professional accounting experience; or (b) satisfactory completion of 30 credits* may be substituted on a year for year basis for the experience described in (a).

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents or the New York State Education Department as a post-secondary, degree-granting institution.