

<b>Pay Grid:</b>	<b>E2</b>
<b>Status / FLSA Status:</b>	Full Time / Exempt
<b>Classification:</b>	Professional / Technical
<b>Department:</b>	Cashier Office
<b>Reports to:</b>	Controller
<b>Work Location:</b>	Main Campus, Oglesby, IL -- Cashier Office
<b>Hours of Work:</b>	8:00am-7:00pm (open until 7pm on Tuesday & Wednesday, varying shifts)

**POSITION SUMMARY:** Under general supervision of the Controller and according to Business Services & Finance Division and/or College procedures and Board policy, the Bursar is responsible for student accounts. This position oversees all facets of the daily operations of student accounts, cashiering and collection functions of the College. The Bursar plays a critical role in the student experience by clearly and consistently communicating the costs associated with higher education and ensuring informative and accurate assistance is given to students related to their student account.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Supervise and oversee the student accounts and cashiering function to ensure accuracy and timely collection procedures, adequate controls, daily balancing procedures, and proper level of customer service. Coordinates billing schedule and processes with other appropriate offices. Ensure student account web pages, information flyers, student portal, and other related materials reflect current, accurate and relevant information.
- B. Supervise and oversee billing for College receivables for student accounts, third-party sponsor accounts, government agency programs, and corporate & community education accounts. Maintains accurate bills in the ERP system.
- C. Coordinate student accounts receivables relating to student aid and scholarships with the Director of Financial Aid. Determine students/third party's eligibility to receive excess funds and ensuring compliance with Federal Title IV regulations.
- D. Approve and administer deferred payment plan, in-house delinquent payment plans, and outside collection efforts. Collaborates with the Controller on a regular basis on outstanding receivables with recommendations for the resolution of uncollectible accounts. Evaluate collection agency performance and related activities.
- E. Coordinates with staff to maintain functional expertise on the ERP college accounts receivable module. Maintains documentation of all policies and procedures. Engage in continuing education activities to ensure student account procedures follow best practices.
- F. Responsible for maintaining accuracy and compliance with College, federal and state regulations and guidelines including but not limited to FERPA, Title IV, collection processes, and IRS required filings related to the 1098-T.
- G. Responsible for 1098-T reporting for the College and ensures timely and accurate submission of information to students and the IRS.
- H. Assist Controller in preparing audit schedules for the fiscal year. Complete other monthly or quarterly reports/reconciliations as directed by the Controller.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- ❖ Participate in College committees as directed by the Controller.
- ❖ Perform other duties as assigned by the Controller.

**SUPERVISORY RESPONSIBILITIES:** Supervises the Cashier Office.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

- Bachelor's degree in Accounting or Finance OR an equivalent combination of education/experience.
- Five years of accounts receivable and billing OR equivalent office work experience.
- Experience with PC-based accounting systems and spreadsheet/database applications.
- Strong organizational skills.
- Excellent oral and written communication skills.
- Ability to work some evening and weekend hours as assigned.

Preferred:

- Previous supervisory experience.
- Previous community college experience.

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.