

Bursar

Position Description

Education:

Bachelor's degree in accounting, business administration or related field required.

Experience:

Three to five years of progressive experience in business related areas: bookkeeping, budgeting, disbursements of funds, accounting, maintaining financial records, etc. Higher education experience preferred. Effective oral and written communication skills; ability to interact effectively and appropriately with culturally diverse groups; and must possess strong computer skills.

Reports to:

Controller

Purpose:

Administers, audits and oversees the student financial accounting services and general business services for Methodist College (MC).

Responsibilities:

1. Coordinates and provides student financial accounting services for the MC.
 - a. Maintains accurate student financial records including collection, disbursement, accounting, and auditing of student records.
 - b. Prepares and distributes student's billing statements accurately and timely.
 - c. Coordinates the billing cycle with the Financial Aid Director.
 - d. Coordinates accounts receivables for hospital funded student loans.
 - e. Collects and deposits all tuition and fees including application and transcript fees.
 - f. Prepares the payment agreements and applies the deferment fees to students' accounts.
 - g. Provide student advisement for billing inquiries.
 - h. Prepare financial reports or spreadsheets related to billing as required by Accountant.
 - i. Maintains confidentiality of all College and student information.
 - j. Complies with federal, state and other regulatory policies and regulations concerning student records.
 - k. Assists Financial Aid office when preparing state and federal financial audits.
 - l. Prepares MC information to become a journal entry.
 - m. Reconcile MC cc with UnityPoint Health accounting spreadsheet, daily.
 - n. Create sub-ledger systems to be used by UnityPoint Methodist accounting.
 - o. Review account receivable balances monthly.

- p. Promissory notes: Responsible for generating letters to students in default of payment.
 - q. Promissory notes: Maintain records for tracking/collection purposes.
2. Provides collaboration with all internal and external constituents of the College.
 - a. Promotes a positive image of the College to internal and external constituencies.
 - b. Assists in providing information and assistance to students.
 - c. Participates and assists in College events, i.e. registration, orientation, graduation, etc.
 - d. Collaborates with College staff and faculty to apply continuous improvement strategies within the College.
 4. Utilize the Federal G5 system to draw down Title IV Federal Student Aid
 - a. Authorize disbursements of financial aid funds
 - b. Balance disbursement of drawn down financial aid funds with originated financial aid funds
 - c. Ensure that funds are accurately recorded in CAMS
 - d. Ensure that bank funds match disbursed funds
 - e. Communicate with Financial Aid and Controller's Office as necessary
 - f. Prepare G-5 paperwork in preparation for audit.
 5. Other duties as assigned or required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.