

Citrus College

Position Description

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| Position: Bursar | Position Number: |
| Department/Site: | FLSA: Non-exempt |
| Evaluated by: | Salary Range: 34 |

Summary

Coordinates, consolidates and performs daily cash control for college departments and auxiliary services. Facilitates billing, collecting, depositing, and refunding processes.

Distinguishing Career Features

The Bursar is equivalent in scope to the Accounting Clerk III, the senior level in a multi-tiered accounting clerical and technical career ladder. The Bursar will demonstrate knowledge of generally accepted accounting practices and will have competency in consolidating cash receipts from all sources. The Accounting Technician will have competency in revenue stream accounting and all aspects leading to preparation of trial balance financial statements.

Essential Duties and Responsibilities

- Coordinates and oversees cashiering activities. Facilitates the billing, collecting, depositing and refunding processes including student tuition and fees, departmental deposits, auxiliary units revenue and other revenue generated by the campus.
- Reconciles funds daily cash transactions. Receives incoming cash revenues and balances against receipts. Prepares cash deposits for shipment to banks. Enters deposits into the accounting system and verifies amounts from bank receipts.
- Enters information onto billing and receivables and student information systems to calculate, track reconcile, and otherwise account for cash and accounts receivable reporting in compliance with established accounting practices and procedures.
- Processes and distributes refund requests, issues payroll checks, issues student financial aid and other checks according to instructions. Verifies that disbursements match source documentation. Sorts, classifies, and mails checks according to established procedures.
- Orders cash from banks and prepares revolving cash drawers to serve campus needs, verifying amounts. Receives cash drawers from other departments, reconciles cash, and matches to documentation such as registration reports.
- Resolves student accounts receivable problems. Monitors balances and collects payments on student short-term loans, accepts payment for returned checks, and transmits bad debt information. Accesses student records to place holds pending satisfaction of amounts owed.

- Analyzes student refund requests by determining eligibility and amount of refund, researching student accounts and calculating ending balances.
- Disburses petty cash. Releases cash to authorized personnel, verifying proper signature and documentation.
- Accepts payments on account and prepares receipts using a cash register or hand receipt.
- Types/keyboards general office correspondence. Maintains general office files. Operates general office equipment and specialized equipment including coin counting equipment and cash registers. Places and clears holds on student records, as appropriate.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of cashiering and cash control including separation of accounting duties. Requires specialized cashiering knowledge, including knowledge of individual account cash control, receipt, disbursement, and allocations of funds. Requires a working knowledge of the practices and terminology of bookkeeping and accounting data entry practices, accounting office clerical procedures and methods for maintaining source documentation files. Requires a basic knowledge of admissions and financial aid transaction procedures relating to student records, cash receipts and disbursements. Requires sufficient writing skills to prepare basic business correspondence and account footnotes. Requires sufficient math skills to compute sums, quotients, products, ratios, percents, and portions. Requires sufficient human relations skill to convey procedural information to others and to deal effectively with others on financial transactions.

▪ Abilities

Requires the ability to carry out the functions of the position. Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Requires the ability to balance cash from a variety of sources and systems. Must be able to interact with a wide range of contacts with courtesy and patience. Requires the ability to maintain the confidentiality of student records and information. Must be able to perform all of the clerical and record-keeping duties of the position including operation of computer software programs designed for financial accounting and student information. May require the ability to perform work on various work shifts.

▪ Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

▪ Education and Experience

The position requires a high school diploma with coursework in bookkeeping or accounting and computer-aided applications, plus four years of experience in a cashier function in education or banking.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.