

**Citrus College**

**Position Description**

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| Position: Bursar/Banner Student Finance Coordinator | Position Number: |
| Department/Site:                                    | FLSA: Non-exempt |
| Evaluated by:                                       | Salary Range: 38 |

**Summary**

Coordinate operations and activities of district cashiering functions, including electronic payment and student finance systems; coordinate the accounting functions of student registration activities; collect, disburse, control and deposit district monies; coordinate debt collection with outside agencies; monitor and control the district revolving cash fund; train staff and part-time employees; and provide statistical data to management.

**Essential Duties and Responsibilities**

- Coordinate the operations and activities of district cashiering functions, including collection of fees and fines and disbursement of payroll, financial aid and refunds.
- Coordinate the accounting function for student registration to assure timely and efficient student registration.
- Coordinate and maintain procedures, operations and activities related to the collection of fees for college registration; collect and compile registration monies and post to appropriate records; balance funds and deposit to the bank.
- Train cashiering personnel and student workers.
- Process and resolve payment and transaction issues; coordinate with TeCS to resolve software operation malfunctions and suggest possible solutions.
- Audit, post to computer and invoice deferred enrollment charges to agencies providing financial assistance to district students.
- Monitor and control the revolving cash fund; audit reimbursement requests, issue revolving cash checks; maintain transfer account cash control.
- Coordinate armored car pick up and delivery of district funds.
- Communicate and coordinate with other district departments to develop and adjust registration payment procedures to assure effective and efficient operations.
- Control the collection of returned checks and credit card charges; process and maintain business debt holds on student records.
- Coordinate the district cashier window; receive payments, distribute checks, process change, provide information, answer questions and resolve issues.
- Control and maintain payment records; distribute financial aid checks; distribute monthly short-term and student payroll checks upon collection of any fees owed to the district.
- Sell and issue student parking permits; collect parking citation debts.
- Operate a variety of office equipment, including a credit authorization terminal, computer terminal, cash register, electronic check signing machine, typewriter and any other business machine necessary to do business.
- Audit, process and request enrollment refund checks.
- Compile information and data and prepare a variety of records and reports related to the collection and disbursement of fees and monies; review and audit records and other documents to assure accuracy and completeness.
- Perform other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Methods and procedures of student registration, fee collection, cashiering, cash disbursement and accounting.
- Rules, regulations and policies governing the collection and disbursement of funds for a variety of district and student activities.
- Principles and practices of accounting.
- Principles and practices of training.
- Financial and statistical recordkeeping techniques.
- Modern office practices, procedures and equipment.
- Operation of microcomputers and computer terminals.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### **Abilities**

- Perform specialized accounting duties in the collection and control of college fees.
- Maintain accurate financial records, logs, files and journals.
- Train and provide work direction to others.
- Interpret and adhere to district policies and procedures and State and Federal laws.
- Analyze information, identify problems and recommend solutions.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Prepare and maintain accurate financial and statistical records.
- Operate a variety of office equipment including microcomputer, computer terminal, printer, typewriter, calculator and copier.
- Establish and maintain cooperative and effective working relationships with others.

### ▪ **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**

Two years of college level coursework in accounting or business-related field and four years experience in a cashier function.

▪ **Preferred Qualifications**

Two years experience as a cashier in a retail, banking or education environment. Two years of increasingly responsible financial and statistical recordkeeping experience in a K-12 or college environment.

▪ **Licenses and Certificates**

Possession of a valid California Driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.