



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 11/10/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No

Title: Bursar
Status: Full-time, 35 hours/week
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Controller

PRIMARY PURPOSE:

Reporting to the Controller, the Bursar manages the day-to-day operations of the Bursar and Student Loan Offices. The Bursar is responsible for the overall operations of student financial services, billing the majority of the College's annual operating revenue, disbursement of student financial aid, collection of all receivables and loans, cashing functions, college-wide cash handling. The individual serves an integral role in the maintenance of the PeopleSoft student financial module.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage a streamlined and accurate billing, payment and cash management operation for the College.
- Ensure the accuracy of billings, deposits, collections, disbursements and records of student tuition and fees and other College related funds such as scholarships and financial aid awards.
- Supervise all Bursar's Office staff in the delivery of quality customer service to include the proper handling of inquiries and complaints.
- Participate in the reconciliation of the Bursar's Office records with those of the Accounting and Financial Aid Offices in order to ensure complete agreement of billing, receipts, disbursements, financial aid awards and outstanding receivables balances to include analysis of federal funds drawn down.
- Responsible for the management of the PeopleSoft Student Financial module which includes testing and implementation of all modifications, revisions, and new releases of the PeopleSoft System; train staff. Determine and implement adjustments and controls needed by the system to ensure effective operations.
- Coordinate with IT to build, maintain, and adjust the tuition rate table each semester.
- Oversee the administration of all third-party billings.
- Participate in the establishment of policies and procedures pertaining to billing, collection, disbursement, and record maintenance of student and other college related funds.
- Develop and maintain appropriate internal accounting and management control to ensure safeguarding of funds.
- Supervise and train staff concerning office procedures and personnel policies.
- Maintain a record of student insurance payments and report coverages to the student insurance company.
- Responsible for the preparation of annual 1098T reporting
- Assist in the annual audit of the college.

- Participate in student orientation and other student events to provide information and resources on student accounts.
- Prepare reports required for regulatory agencies as required.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Controller.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Accounting or Business Administration.

Experience:

Minimum of five years supervisory experience working in an institution with a complex, integrated, automated management information system.

Skills, Knowledge and Abilities:

- Ability to analyze and enhance student financial systems and procedures.
- Strong work ethic and sense of integrity, trustworthiness and ability to maintain a high level of confidentiality.
- Detail orientated and well organized and able to handle multiple tasks simultaneously.
- Strong interpersonal communication skills.
- Proficiency in Microsoft Office Suite specifically Excel, Word and Outlook.
- Ability to work well with others and promote healthy relations with faculty, staff and students.

PREFERRED:

- Five to eight years of progressively responsible and demonstrated leadership experience in the successful management and administration of a comprehensive bursar's office or other business office managing similar processing of monetary transactions.
- Master's degree or equivalent.
- Experience with PeopleSoft, CashNet cashiering system and BankMobile.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.