

**CLASS SPECIFICATION**

**Bursar**

FLSA Status: Exempt  
EEOC Job Category: Professionals  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under general supervision, oversees the overall operations of student financial services, billing and receivables, and cashiering functions of the college bank. Supervises student collections and performs the more difficult and responsible duties such as trouble shooting problems, resolving complex student fee disputes, monitor integrity and accuracy of cash handling procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develop, implement and monitor work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations; ensures that all statutory, rule and procedural requirements are met.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Oversees the overall operations of student financial services, billing and receivables, and cashiering functions of the college. Provides direction and leadership in financial management, fiscal policies review and changes. Ensures compliance with college, state, and federal regulations and standard accounting procedures.
5. Directs collection of student fees and student/vendor accounts receivables in accordance with appropriate regulations and policies, and establishes internal control procedures to safeguard college resources.
6. Ensures proper recording and accountability of financial transactions for registration fees, financial aid awards, refunds, billings, waivers, student/vendor accounts receivable, collections,

and disbursements.

7. Establishes and monitors procedures for proper disbursement of student loans, refunds, and financial aid awards in accordance with applicable regulations and policy.
8. Organizes cashiering and security procedures during college and extended sites registration
9. Makes recommendations on proposed changes to policy and establishment of new, improved procedures.
10. Prepares year-end accounting reports, and reconciliations; assists with year-end activities such as accruals.
11. Reconcile credit card transactions, bank deposits, departmental receipts, disbursements and currency.
12. Audit and reconcile disbursement of funds for trust accounts, revolving cash and petty cash accounts, parking permits, and student bills, student refunds and 1098T's.
13. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles of fiscal management and their application to the administration of the institution
2. Statutes and regulations governing control of funds received and processed by the Bursar.
3. Basic methods, practices, documents, and terminology used in auditing and reconciling accounting transactions.
4. State, District and Office of Education rules, policies and practices applicable to areas of assigned functional responsibilities.
5. Methods, practices, documents and terminology used in financial recordkeeping.
6. Fundamental accounting and internal control principles and procedures.
7. Principles and practices of effective supervision.
8. Principles and practices of business data processing, particularly related to the District's enterprise finance systems.
9. Modern office applications, practices and procedures
10. District classified human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Analyze a variety of administrative problems, to make sound recommendations as to their solutions.

2. Supervise and coordinate the work of staff.
3. Establish and maintain effective working relationships with students, other employees and the general public
4. Interpret, apply, and explain District policies and procedures applicable to areas of responsibility.
5. Operate a computer and spreadsheet, communication, and presentation software.
6. Prepare clear, concise and complete financial documents, statements and reports.
7. Identify technical accounting and operational issues and opportunities, analyze problems and alternative and develop sound conclusions and recommendations.
8. Maintain files, records and documentation.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues, situations and individuals.
10. Establish and maintain cooperative and effective working relationships with District management, administrators, faculty, staff, students, auditors, vendors, representatives of other governmental agencies and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, business administration or a closely related field and two years experience in the accounting field with demonstrated supervisory and management experience, preferably in an academic setting or governmental agency or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.