



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Bursar (Cashiering and Storefront)
Status: Full-time, 35 hours per week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Bursar

PRIMARY PURPOSE:

Assist the Bursar in the supervision of the bursar operation and in the receipt and stewardship of the College funds.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Cashiering and Storefront Responsibilities:

- Assume responsibility for the operation and maintenance of the Cashnet Payment System as these activities pertain to the Bursar's Office and Accounting. Duties include but not limited to:
 - Processing/supervising data input.
 - Providing training for employees who perform cashiering duties.
 - Assisting with the implementation and maintenance of storefronts.
 - Coordinating 1098T information to Cashnet.
- Participate in the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and the Accounting.
- Participate in the reconciliation of the Bursar's Office records with those of the Accounting Office to ensure complete agreement of billing, receipts, disbursements, and outstanding receivable records.

General Bursar Responsibilities:

- Supervise and participate in the collection and deposit of College tuition and fees.
- Monitor tuition receivables of the College and coordinate the collection of same.
- Monitor billing and collection of receivables including the Henry Barnard School.
- Review payment data to ensure tuition payments are accurately recorded on the PeopleSoft student financial system.
- Assist the Bursar in monitoring financial aid data. Analyze financial aid awards to ensure compliance with Federal regulations.
- Assist the Bursar in monitoring the administration of the College's withdrawal policy as it affects charges, financial aid, and refunds.
- Monitor the petty cash fund.
- Supervise staff

Occasional Job Functions:

- Assume responsibility for the operation of the Bursar office in the absence of the Bursar.
- Perform other related duties as assigned by the Bursar.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Business Administration or other related field.

Experience:

At least two years of experience in a business or financial environment.

Skills, Knowledge, and Abilities:

- Adept at handling funds.
- Excellent communications skills that will ensure positive interaction with students.
- Experience utilizing Microsoft Word, Microsoft Excel, and/or other Windows-based software.
- Computer literate.

PREFERRED:

- Experience within a bursar's office.
- Experience in higher education.
- Experience with PeopleSoft.

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.