



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/26/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Assistant Bursar (Third Party Billing)
Status: Full-time, 35-hour work 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:

Third Party Billing Responsibilities:

- Monitor and process all tuition waivers.
- Download daily lockbox files.
- Prepare daily reconciliation for deposit.
- Address issues that require further clarification (window, phone calls, and e-mail correspondence)
- Monitor the Veterans and Voc Rehab tuition program as to student's receiving tuition benefits and adhering to Federal guidelines in accordance with this program.
- Assist in the auditing of these programs and participate in the committee established by the Veterans Program.
- Liaison with the Record's office personal in Monitoring the Veterans and Voc Rehab Program.
- Monitor and process the unemployment waivers as required by state guidelines: Adhere to the submission of proper documentation; students' registration occurring at appropriate times as required and the impact of financial aid on the benefits of the waiver.
- Monitor the ORS Program with students, financial aid, and student's counselor to ensure that proper documentation is submitted and students receive payments toward their tuition.
- Monitor and process tuition waivers for URI, CCRI and RIC and preparing reports on students included in these groups.

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 financials 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.
- Responsible for billing third-party agencies for tuitions.
- Responsible for monitoring the collection of receivables.
- Act as the liaison with the Accounting Office concerning the general ledger interface with the student financials system.
- 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.

Experience:

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

Skills, Knowledge, and Abilities:

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

PREFERRED:

- Bachelor's Degree in Business Administration.
- 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.