



RHODE ISLAND COLLEGE JOB DESCRIPTION

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

Title: Associate Bursar
Status: Full-time, 35-hour work week
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Bursar

PRIMARY PURPOSE:

Assist the Bursar with technical support of all systems. Assist with 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:
 - I. Processing/supervising data input.
 - II. Providing training for employees who perform cashiering duties.
 - III. Assisting with the implementation and maintenance of storefronts.
 - IV. Coordinating 1098T information to Cashnet.
- Provide technical support as needed for Bursar platforms including PeopleSoft, CashNet, BankMobile.
- Work with college MIS staff on the maintenance, upgrade and testing of systems.
- Collect, analyze and modify data from student financial records for processing and reporting.
- Trouble shoot technical problems with system set up as needed.
- Collaborate with other campus offices such as Admissions, Records and Financial Aid to ensure debits and credits post accurately to student accounts based on student status, enrollment and eligibility.
- 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:

- Address issues that require further clarification or have been escalated (window, phone calls and e-mail correspondence).
- Supervise and participate in the collection and deposit of College tuition and fees.
- Monitor billing and collection of receivables including collections accounts.
- Review payment data to ensure tuition payments are accurately recorded on the PeopleSoft student financial system.

Associate Bursar

- 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's 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.
- Demonstrated experience in data manipulation and technical support for information systems.

Skills, Knowledge, and Abilities:

- Excellent communication skills that will ensure positive interaction with students.
- Extensive experience utilizing Microsoft Word, Microsoft Excel, Microsoft Access and/or other Windows-based software.

PREFERRED:

- Degree in Business Administration and/or Information Technology or Computer Science.
- 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.