



**DATE ISSUED:** 05/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Bursar

### **JOB SUMMARY**

Provides direct support to the Bursar in handling administrative and accounting duties within the Cashier's Office. Responsibilities include the receipt and custody of cash and/or checks. Work requires independent judgment based upon a thorough understanding of operating policies and procedures, and activities of the unit and the University. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Bursar

*Supervises:* May supervise accounting/clerical positions within Cashier's Office

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Assists Bursar with daily operations and acts in Bursar's stead as needed.

Manages the Cashier's Office during the Bursar's absence.

Responsible for accurate and timely preparation and reconciliation of all Sponsor Billings

Supports Bursar Office accountability for student account payments, account analysis, reconciliations, and corrections to students' accounts.

Prepares reports and provides documentation to departments and/or students, as required or requested.

Assists students and department personnel in problem resolution.

Assists in review and verification of EFT transactions.

Assists in review and processing of departmental receipts and corrections.

Balances daily receipts and credit card transactions.

Prepares daily cash recapitulation and reporting of daily operations.

Prepares documentation for presenting daily transactions to Controller's Office.

Assists the Bursar with Open House and Orientation presentations and functions.

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Monitors and maintains supply inventories for Cashier's Office.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Performs a variety of clerical tasks, such as filing, proofreading, and preparing correspondence. Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Accounting, Business, Management, Public Administration, or related field of study.

### **EXPERIENCE**

Three year's progressively responsible experience in the area of cash collections or treasury management.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Working knowledge of accepted accounting/bookkeeping principles and methods and terms, preferably with an emphasis on college and university accounting.  
Knowledge of computer applications and terms regarding funds accounting.  
Knowledge of state and federal laws affecting University Accounting.  
Skill in developing and maintaining effective working relationships with peers and subordinates.  
Ability to plan and organize work schedules.  
Ability to meet and serve the public tactfully and effectively.  
Ability to administer established policies and procedures.  
Ability to communicate effectively both orally and in writing.  
Ability to write by hand and manipulate money by hand.  
Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

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

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While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***