



DATE ISSUED: 04/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Bursar

JOB SUMMARY

Performs responsible administrative work in the day-to-day management of the Cashier's Office. Responsibilities involve the keeping of accurate records of tuition, fees, and other cash receipts as well as the disbursement of scholarship and loan funds for all TWU locations. Duties include the accounting and custody of cash. Work is performed under administrative guidance 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: Associate Vice President, Controller

Supervises: Assistant Bursar, Accounting Assistants and Sr. Accounting Assistants

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

- Receives, disburses, and records tuition fee payments and cash receipts.
- Collects property deposits and registration fees from students.
- Develops coding processes for student waivers and exemptions.
- Maintains records for student eligibility for the Texas Tomorrow Fund.
- Accepts deposits and supplies change for all departments and agencies on campus.
- Accounts for all cash and prepares deposits for crediting to proper bank accounts.
- Plans, coordinates, and evaluates short and long range goals for the area.
- Develops and maintains sound working relationships with banks and other financial institutions in accordance with state statutes and institutional policies.
- Interviews, hires, and evaluates personnel within functional area.
- Formulates and administers procedures and operating policies for area of responsibility.
- Manages the set up and maintenance of computerized accounting records.

Ensures fiscal constraints and compliance with funding directives, compliance with applicable directives affecting student loan collections and litigation, and ensures timely response to collections agency problems.

Disburses scholarship and loan funds.

Answers student questions concerning fees and costs of registration, both by phone and in person.

Supervises the maintenance of a variety of accounting records including daily cash reporting.

Sets up and handles cashiering activities during payment settlement.

Handles all student vendor accounting and billing, making sure all students included on vendor lists are registered and have received vendor credit.

Serves as custodian of all cash receipts.

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 other duties as requested.

EDUCATION

Bachelor's degree in Business, Management, Public Administration, or related field of study. Additional job-related education may substitute for required experience on a year-for-year basis.

EXPERIENCE

Four years of progressively responsible experience in the area of cash collections or money management accounting at the supervisory level required.

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 managerial methods and techniques.

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 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.

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 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.

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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.

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