

ASSISTANT BURSAR

Code No. 4-18-321

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible professional position in the Bursar's Office of Monroe Community College. The employee serves as the second responsible administrator in the Bursar's Office. The Assistant Bursar assumes office-wide responsibilities and acts on behalf of the Bursar in his/her absence and upon request. The employee directly supervises a clerical staff. The employee reports directly to and works under general supervision of the Bursar. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Supervises the daily activities of the Bursar's office;

Assists in hiring, training, and evaluating staff;

Assists the Bursar with the planning and coordinating semester sequence of the registration process, i.e., including the financial responsibilities of the registration process, semester billings, and standard semester processing of student financial records;

Represents the division in the design and implementation of the Student Information System (SIS);

Interfaces with students, parents, faculty/staff, and other departments regarding student account maintenance;

Ensures semester activities run smoothly and staffing is appropriate interfacing with Records and Registration., Financial Aid, Controllers Staff and Computer Services;

Recommends policies to and assists the Bursar in the development and implementation of procedures; ensures all internal control procedures are strictly adhered to;

Assists the Bursar in the custodianship of all College Imprest Funds;

Ensures input/output controls and general maintenance of EDP student accounts receivable system;

Performs monthly account reconciliations of all "across the window" revenue accounts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures involved in maintaining financial records and accounts; good knowledge of office procedures, terminology, and equipment; good knowledge of business mathematics; good knowledge of the principles and practices of account keeping; supervisory ability; administrative ability; organizational ability; ability to review, evaluate and recommend revisions in work

methods, policies, and procedures; ability to represent and act on behalf of the Bursar; initiative; tact; honesty; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting, or a closely related field plus two (2) years of paid full time or its part time equivalent experience in accounts receivable, accounts payable, account keeping, bookkeeping, one (1) year of which must have involved supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Accounting or a closely related field, plus four (4) years of experience as defined in (A) above, one (1) year of which must have involved supervision.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 19, 1990