

Bursar

Title Details

Title Information

Classification Bursar

Grade 18

Working Title

FLSA Status Exempt

Position Class Code 3N946 (E1)

Occupational Category Professional

Full Time Part Time Full Time

Educational and Experience Requirements Bachelor's degree in business or a related field with seven year's experience in related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position To perform responsible managerial tasks to coordinate with all students, General Accounting, Financial Accounting and Reporting, Payroll, HigherOne and other campus departments and vendors to achieve the defined mission and goals for this department by directing the daily operations of the Bursar's Office including student receipt systems, collections, and student refunds.

Primary Responsibilities Performs complex and technical tasks in the functional areas of student receipting, billing, collections, financial aid, student refunds, and cashiering. Specific duties include but are not necessarily limited to: responsible for monitoring the preparation of daily deposits and bill collections, as well as departmental deposits. Monitor departmental deposits to ensure that they comply with University procedures. Produce records of deposits and cash items to the State Treasurer. Coordinate student refunds for financial aid and other refunds/disbursements. Responsible for HigherOne processes regarding student refunds, reconciliations of general ledger accounts, etc. Responsible for student billing adjustments, resignation calculations, Title IV rebates to lenders, tuition rebates and questions/concerns from students regarding accounts, refunds, 1098-T tax information, etc. Responsible for overseeing third party billing processes. Responsible for producing billing statements to students in the fall, spring, and summer semesters. Responsible for maintaining student fee tables, date tables and student receipt detail codes for student accounts receivable system. Perform research and prepare analytical reports, together with recommendations, on assigned subjects. Maintain information and keep up to date on set-up, implementation, and ongoing system maintenance of Banner Student A/R including campus-wide training, policies, procedures and user guides, etc. Perform other related duties as assigned.

Other Specifications

Communicate with other University departments, students and other agencies. Communicate with staff, students, faculty and employees. Must be able to use computer, including programs such as Microsoft Excel, Microsoft Word, etc.

Supervision Given and Received

Responsible for the supervision of accountants, managers, cashiers, and student employees as assigned. Work is performed with minimum direction from the Controller.

Hours per week**Work schedule****Pass Message**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Screening Questions

Required fields are indicated with an asterisk (*).

1. How did you learn about this Position?

Note: This question is inactive.

- HigherEdJobs
- TWC Work in Texas
- SHSU Website
- The Chronicle of Higher Education
- SHSU Employee
- Other

2. If your response to the question above was "Other" please indicate from what source

Note: This question is inactive.

(Open Ended Question)

Applicant Documents

Required Documents

None

Optional Documents

None