



Position Title: Bursar
Reports To: Vice President, Finance/CFO
Department: Accounting Services
Classification: Full-time, Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Bursar is responsible for managing cashiering, student financial services, and student accounts receivable systems for the college; manages and coordinates activities of workers engaged in keeping complete books of tuition fees and other receipts for the institution.

DUTIES AND RESPONSIBILITIES

- Oversees the overall operations of student financial services, billing and receivables, and cashiering functions of the college
- Provides direction and leadership in financial management, fiscal policies review and changes; ensures compliance with college, state, and federal regulations and standard accounting procedures
- Manages receipt and posting of all student financial aid (loans, grants, scholarships, etc.) for the college
- Prepares and/or supervises the preparation of daily journal entries and receipt transmittal vouchers
- Interacts with internal and external auditors, participates in auditing projects, and provides information and access to accounting records as required
- Directs the ongoing effort to update and improve policies and procedures
- Performs additional tasks assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting or graduate degree with at least 24 credit hours in accounting coursework, which relates to the duties and responsibilities specified
- 3-5 years related experience, preferably in Accounts Receivable
- Strong technical and analytical skills

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal and state financial regulations, and college financial policies and procedures
- Knowledge of cashiering and cash management principles, systems, procedures, and standards
- Knowledge of accounting and accounts receivable principles, methodology, and practices
- Ability to write reports containing technical information
- Ability to plan, organize, implement, and administer complex recordkeeping systems and procedures
- Knowledge of higher education auditing policies, standards, and procedures

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line:

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please