Title: Associate Bursar

Pay Scale Group: 20-1

Essential Function:

Under general supervision from a designated administrator, assist in the planning, administration and management of the operational activities of the Office of the Bursar.

Characteristic Duties

Assist in the planning and management of the operational activities of the Office of the Bursar;

Ensure compliance with applicable federal and state laws (i.e., Federal Title IV Student financial Aid, FERPA, loan and grant programs, etc.), institutional rules and policies, and Ohio Board of Regents regulations and reporting requirement;

Assist with directing student billing and receivable, cashiers, accounting, and reconciliation (i.e., UniverSIS, direct student loans, sponsored student receivables, etc);

Create, review and analyze reports to monitor transactions and ensure compliance (i.e., transactions posted in UniverSIS and UC Flex, etc.);

Manage updates to UniverSIS and information system transitions;

Serve as liaison with other University offices and staff to ensure UniverSIS is accurate and representative of university policies;

Assist in the development of policies and procedures;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR eleven (11) years experience. Degree and experience must be in related field. Experience must include three (3) years supervisor.