Title: Bursar

Pay Scale Group: 22

Essential Function
Under general supervision from a designated administrator, plan and direct the Office of the University Bursar.

Characteristic Duties

• Direct administrative and operational activities of the Office of the University Bursar and its component departments, including Cashier’s Office, Collections Office, and Student Accounts Office.

• Plan, develop, and implement the department’s policies and procedures and university-wide policies and procedures related to student financial matters.

• Engage with university academic, student service, and auxiliary departments on related issues (e.g., registration, grading, enrollment, student fee policies, etc.).

• Serve on committees that impact student financial matters.

• 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.

• Direct student billing, receivable and collection systems, accounting and reconciliation (i.e., UniverSIS, student loans, sponsored student receivables, etc.).

• Oversee disbursement of financial aid to student accounts, tuition refunds, return to lenders, third-party billings, and collection of funds.

• Prepare department budget. Approve operating expenditures.

• 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. Experience must be in related field. Experience must include three (3) years supervision.

Last updated 1-9-07