

JOB DESCRIPTION

TITLE:	Bursar
SUPERVISOR:	Vice President of Finance and Administrative Services
JOB OBJECTIVE:	Maintain accounting records for Nashville State Tech Community College, monitors all investment of the College and maintain records relating to such activities, oversees and coordinates activities of student and third party receivable, prepare certain reports required by State, and/or Federal agencies, coordinates business office activities at off-campus sites as needed, and completes other projects as assigned by the Vice President of Finance and Administrative Services and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

- A. Coordinate and oversee all activities associates with the student receivable system, including billing, collections, write-offs, registration, account reconciliations, etc.
- B. Coordinate registration activities with other departments of the College as needed; set up telephone and charge card verification terminals at stations in the registration areas designed for Business Office use on campus, travel to off-campus sites to register students during the assigned off-campus registration periods.
- C. Establish all SIS billing and receivable master file tables for each semester prior to the beginning of the pre-registration period and update the table as necessary throughout the term; assign all SID numbers for new accounts.
- D. Coordinate with the Computer Services Department and other departments the schedule of purging students from classes due to nonpayment of fees for the term.
- E. Coordinate the printing and mailing of student bills for pre-registered students prior to the last day to pay fees for each term.
- F. Update refund schedule on SIS for each semester as class information becomes available.
- G. Prepare new fee calculation schedule when new rates are approved by TBR.
- H. Coordinate and oversee the reconciliation of bank statements, including operating, payroll and petty cash; review monthly all outstanding checks, voiding those that are more than six months old; and maintain files for all cancelled checks.
- I. Act as contact person with banking institution in completing daily banking transactions; authorize bank wires as necessary; issue stop payment orders on checks; coordinates action with bank institution regarding forgeries, disputed bankcard charges, etc; monitors bankcard transactions, and verify bank charges for these services, verify all other banking charges, including analysis fee.
- J. Make investments for the College and maintain all related accounting records for such transactions; prepare monthly investment reports for the President and Vice President of Finance and Administrative Services which summarizes investment activity for the prior month and for the current fiscal year-to-date.
- K. Review monthly statements from the Local Government Investment Pool for accuracy.
- L. Maintain appropriate files for customers/vendors who use the Automated Clearing House for payment of charges.
- M. Coordinate actions necessary for annual 1098-T reporting to students and the Internal Revenue Service.
- N. Open safe on a daily basis.
- O. Write/update procedures as necessary as they related to area of responsibility.
- P. Prepare reconciliations, analyze specified accounts, and complete projects as requested or assigned by the Vice President of Finance and Administration
- Q. Prepare accounting entries for monthly transfer of the federal and state allotments.
- R. Review all invoices and receipts for proper coding of entries before submitting to Systems for processing.
- S. Supervise the Bursar's office personnel.
- T. Assist in the installation of new SCT systems relating to Business Office applications.
- U. Provide weekly departmental meeting to promote communication with the department and other business office personnel.
- V. Prepare budget requests for the upcoming fiscal year for the Bursar's Office, the banking charges, and the bankcard charges.
- W. Provide leadership in short-term and long-term planning for the department.
- X. Provide access to vault room and checks as required, and as a manager, authorizes signing of checks (both payroll and operating) as needed
- Y. Update applicable procedures flowcharts as needed
- Z. Provide SIS training for all business office employees on at least a semi-annual basis; provide SIS training and instruction for all new employees as needed
- AA. Maintain a \$100.00 daily change fund
- BB. Coordinate business office activities at off-campus as necessary
- CC. Prepare the Request for Proposal for Banking Services to be sent to all local banks when necessary, and coordinates activities in opening and closing the current bank accounts
- DD. Serve as backup for the Vice President of Finance and Administrative Services during his/her absence.

EE. Make recommendations for staffing needs of the department, including employment and termination of employment.

FF. Serve on various institutional committees when appointed or requested to do so.

GG. Perform other duties as assigned by the Vice President of Finance and Administrative Services.

MINIMUM JOB STANDARDS:

- A. Minimum of an associate degree in computer accounting and three (3) years of applicable employment or a B.S. degree in accounting
- B. Additionally, a knowledge of generally accepted accounting principles and their application and an understanding of applicable Federal and State laws is necessary.
- C. Technical/computer skills

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of standard office equipment, including a microcomputer, is required.

CRITICAL SKILLS/EXPERTISE:

- Excellent organization skills
- Excellent typing, word processing, and telephone skills
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of English and math
- Ability to effectively prioritize tasks and meet deadlines
- Ability to evaluate situations and make decisions
- Ability to establish and maintain effective working relationships with the public and other employees

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment

SALARY: \$

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer