



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Assistant Bursar
LOCATION:	Primarily at the Newport Campus 3 days a week, Providence Campus 2 days a week.
REPORTS TO:	Assistant Controller
GRADE:	CCRIPSA 12
WORK SCHEDULE:	Non-Standard, 35 hours per week; some evening and weekend work will be required.
SUPERVISES:	Assigned clerical, fiscal and/or technical employees and student help and assist in the training of new employees concerning office procedures and the personnel policies pertaining to employees under supervision.

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

To be responsible for the efficient and effective organization and operation of all functions of the billing, collection, deposit, disbursement and record maintenance of student and other related monies at both the Newport and Providence campuses and as required at other locations and the coordination of these functions with the Bursar's Office at the Knight Campus. To assist in the development and implementation of new systems and procedures; to be responsible for the implementation of collection procedures and policies.

Knight Campus

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for all facets of the day-to-day operation of the Bursar's Office at the Newport and Providence campuses, or other designated site to include, but not limited to, opening and closing the office daily, securing all office contents, training and supervising permanent and/or temporary staff, coordinating other student related operations at the Newport and Providence Campuses, or other locations as designated.

Under the direction of the Assistant Controller supervise, organize, perform the billing, collection, deposit, disbursement and record maintenance of tuition and fees and other College and student related funds; participate in the establishment of policies/procedures regarding the above activities.

Coordinate and supervise the monetary aspects of in-person registration and adjustment period at the Newport and Providence Campuses or as required at other locations.

Participate in the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and the Business, Accounting, Enrollment Services and other offices throughout the College, ensure coordination of functions with related offices.

Participate in the reconciliation of the Bursar's Office records with those of the Accounting Office to ensure complete agreement of billing, receipts, disbursements and outstanding receivable records.

Review deposits and transaction logs of the senior tellers for accuracy, proper documentation, and to insure specific policies and procedures are followed.

Oversee and maintain the College's payment plan system. Manually create payment plans approved by the College, enter new and maintain existing codes, answer all payment plan inquiries. Act as help-desk coordinator for the payment system troubleshooting issues and communicating with IT and the vendor as necessary. Test and implement system updates. Create special payment plans as necessary.

Assist with the development of Bursar informational materials such as rate sheets, instructions, handouts, posters, and videos. Materials are to cover functions such as online payments, payment plans, 1098Ts, authorizations, promotions and contests, and other Bursar services.

Develop and maintain content and web pages, as well as instructional videos on the Bursar Office web page. Prepare and constantly update the Bursar's Office Procedures Manual.

Collect and post payments to the automated student information system. Contact students or other customers regarding past due obligations.

Assist in the development and implementation of various new systems or processes.

Process applications for participation in the College's deferred payment plan.

Design and implement collection procedures and policies, to include, but not limited to, skip tracing procedures, mail collection formats for initial notification and reminders, and assessment and charge of late fees.

Process and document the Bursar's portion of various tuition adjustments approved by the Dean of Students Office including, but not limited to: Tuition Appeals Committee applications, Second Chance Program applications, and General Withdrawals. Remove and adjust holds as appropriate. Place memos on student records for past due balances.

Perform the monetary aspects of in-person registration and adjustment period at the Newport and Providence Campuses or other designated site.

Carryout daily cashiering functions including reconciliation and reporting in accordance with procedures and policies coordinated with the other Bursar sites.

Maintain positive working relationships with internal and external contacts.

Together with the other Assistant Bursars, refer unsuccessful collection problems to the College's collection agency and coordinate related activities between the agency and the College.

Develop and/or analyze statistical and other reports as needed.

Prepare and/or supervise the preparation of the daily journal entry forms, receipt transmittal vouchers, and the monthly statements concerning checking account reconciliation and coordinate these functions with the Bursar's Office at Knight Campus.

Deal directly with students or others to resolve all problems and complaints concerning student accounts.

Review payment processing as well as other Bursar's Office activities regarding receivables to assist with development of improved procedures and methods.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Other duties as required.

QUALIFICATIONS:

Associate's degree in related field required including or supplemented by courses in accounting. At least 2 years of cash handling as well as at least 2 years of credit and collection experience required. 2 Years of supervisory experience. Working knowledge of word processing and spreadsheets essential. Strong oral and written communications skills required. Ability to be assertive and professional. Able to maintain a professional demeanor at all times, especially while conducting sensitive financial transactions. Must be detail oriented and self-starting with the ability to make sound judgments in a variety of situations.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer, telephone, calculator, copy machines, fax machines. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Associate Vice President for Equity and Human Resources, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>