Position Title: Bursar Staff  
Reports To: Campus Deans/Comptroller’s Office

**Major Responsibilities:**
Responsible for the billing, receivables, and cashier functions of the campus. Follow up, collect and post all active, graduates, and drop student's monthly payments. Update and maintain student's ledgers with the appropriate pending balances.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the University's mission, the catalog, the University’s policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Follow-up collect and post monthly payments due from students and ensure payment schedule is met.
4. Notify all active students of any late payments and any late payment charges incurred and ensure collection of funds.
5. Make adjustments to payment schedule according to established guidelines, and notify students whenever necessary.
6. Communicate and inform the University Collection Officer of any non-attending students that have pending payments when contact with student has not been successful.
7. Coordinate and work with University Collection Officer regarding student accounts that are payment delinquent or have been sent to collection agency.
8. Provide appropriate information immediately to University Collection Officer when student payments are collected on accounts already referred to collection agency.
9. Charge the amount that students owe for all seminars, certification, etc. and posts the payments to student's ledgers.
10. Support and participate in University Commencement Ceremonies.
11. Participate in the self-studies and committees conducted by the university.
12. Bring deposits to the bank.
13. Cover bookstore as needed.
14. Performs other duties as assigned.

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