



JOB DESCRIPTION - BURSAR

Overview:

The Bursar is responsible for managing the daily operations of the Business Office, Student Accounts, and Registration. This role involves optimizing business processes to enhance efficiency and productivity while fostering effective communication across departments to ensure collaboration and alignment. The Bursar will lead, mentor, and inspire team members to meet both individual and collective performance goals.

Reporting Structure:

- Reports to: Executive Vice President of Operations
- Supervises: Staff in the Business Office, Student Accounts, and Registration

Education and Experience Requirements:

- Bachelor's degree in Accounting, Business Administration, Management, or a related field (Master's degree preferred)
- Familiarity with Fund Accounting principles
- Experience in higher education administration is desirable
- Proficient in business software applications and tools

Primary Responsibilities:

- Oversee the daily functions and staffing of the Business Office, Student Accounts, and Registration
- Ensure timely and accurate billing of student charges, collection of receivables, and payment processing
- Manage University Payroll operations, including tax form preparation and reporting
- Assist with monthly financial closings, annual audits, and financial reporting
- Conduct reconciliations for Accounts Receivable, Cash Management, and Financial Aid
- Supervise the Mail Services Department
- Ensure compliance with University, State, and Federal regulations
- Recruit, train, and mentor staff to deliver efficient and professional service
- Manage enrollment reporting to the National Clearinghouse
- Collaborate with Student Services on the enrollment of international students and Veterans
- Other duties as assigned

Qualifications:

- A confessed Christian believing in the principles and beliefs taught in the New Testament of the Bible
- Knowledge of Generally Accepted Accounting Principles (GAAP) and university policies/procedures
- Excellent communication and interpersonal skills
- Ability to manage confidential information with discretion
- Self-motivated with strong organizational skills and attention to detail
- Professional demeanor that aligns with University standards
- Commitment to ethical conduct and integrity

Working Conditions:

This position is based in an office environment that may require some evening or weekend work as necessary. Candidates must provide their own transportation. The ideal candidate will demonstrate strong leadership abilities, exceptional organizational skills, and a proven history of successfully managing teams while achieving operational excellence.

Amberton University is an Equal Opportunity Employer

Amberton University operates in accordance with Christian principles and considers it unethical, as well as illegal, to discriminate on the basis of race, color, religion*, age, sex, non-disqualifying handicap, or national or ethnic origin in admissions, employment opportunities, educational programs, or activities which it operates.

*While Amberton does not discriminate on the basis of religion concerning admission, the University does discriminate on the basis of religion concerning employment. Because the University is committed to Christian ethics, a Christian belief is required of employees.