

JOB DESCRIPTION



Position Title: Director of Business Office/Bursar

Department: Finance

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX11

Position Summary: The Director of Business Office/Bursar is responsible for supervising, directing, and managing the operation of the district's Business Offices, overseeing the collection and deposit of all college receipts in accordance with established procedures.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages and directs the operations of Business Offices district wide; oversees the collection of student fees and accounts receivable; directs the collection of government agency, third party vendor and internal agency deposits; establishes internal control procedures and safeguards college resources in accordance with policies and regulations

Supervises department staff district wide, including but not limited to task assignment, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; ensures staff are familiar with office policies and procedures

Performs professional level accounting functions, including auditing, reconciling and preparing financial reports; audits, analyzes, and reconciles accounts for accuracy and compliance with all pertinent procedures and regulations, identifies weaknesses in internal controls and safeguards assets; prepares external and internal reports, journal entries, spreadsheets and cash request; retrieves and verifies data

Ensures proper recording and accounting of financial transactions to include registration feeds, financial aid awards, refunds, billings, waivers, student accounts receivable, collections and disbursements; oversees reconciliation of all funds received to include in person, online, electronic funds transfers and via mail; posts and returns Chapter 33 Veteran's Administration payments as needed

Reconciles bank statements to include working capital, accounts payable, student loans, tax clearing, Arizona State Treasurer and Cochise County Treasurer; reviews outstanding checks and issues stop payments; verifies service and analysis fees

Assists with monthly and annual financial statement preparation; prepares closing entries and schedules; facilitates the audit by providing the auditors transaction explanations and schedules

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Three years' higher education experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of accounting, finance, budgeting principles, practices and methods
Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work
Knowledge of generally accepted accounting principles
Knowledge of accounting statements general ledger and related accounting practices
Knowledge of account reconciliation methods and techniques
Knowledge of financial analysis methods
Knowledge of computerized accounting systems
Skill utilizing personal computer software programs affecting assigned work
Skill analyzing data, identifying problems, and recommending solutions
Skill performing detailed numerical computation
Skill preparing detailed reports on a timely basis
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Skill in presenting ideas and concepts orally and in writing
Ability to engage a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Finance / Controller

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.