JOB DESCRIPTION

Assistant Bursar

Definition of Class
Incumbent is responsible for reconciling and monitoring loan funds, servicing and collecting loans and accounts receivable, handling registration problems, establishing office policy and procedures, and frequently makes decisions by exercising discretion and independent judgment. Supervision is exercised over the daily operation of office staff.

Examples of Work Performed
Assists in the management and coordination of the receipt, custody, and disbursement of funds required to conduct University business.

Approves checks from problem accounts and for cashing over the dollar limit. Assists in the management of billing and collection of student loans and accounts receivable. Disburses loan, financial aid, and accounts receivable checks.

Prepares various reports for accounts receivable and loan departments. Maintains and reconciles various accounts.

Assists in the management of financial matters associated with registration.

Prepares files for transport, storage, and disposal.

Prepares cashiers in daily checkout.

Prepares journal vouchers.

Sets policies and establishes procedures for debts. Communicates through correspondence and phone conversations with both parents and students, explaining accounts and University policy and procedures.

Communicates with bankruptcy courts, trustees, and attorneys concerning bankruptcies. Determines discharge ability of loans in bankruptcy based upon laws at filing date and current bankruptcy laws.

Performs and negotiates collection of accounts, both loan and account receivable.

Reviews collection agencies documentation to determine whether to file suit against debtors. Signs suit papers and testify in court. Communicates with the courts and attorneys concerning garnishments, child support deductions and bankruptcy of University personnel. Supervises payment of these deductions to the courts and various parties.

Assists in the preparation of new loan contracts for Perkins, HPSL, McKristy and other University-based loans, and ensures that these contracts meet various governmental agency requirements, University requirements and legal requirements.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Responsible for transfer of office records to the archives.

2. Participates in servicing and collecting loans and accounts receivable.

3. Assist with financial matters associated with registration.
4. Supervising the cashiering function.

5. Reconciles and monitors various general ledger accounts.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to talk or hear. The incumbent is frequently required to walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Accounting, Finance or related field from an accredited four-year college or university.
  
  **AND**

- **Experience:** Two (2) years of related work experience, one of which should be as a supervisor.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/28/2015

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