Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Accounting, collection and reporting of student accounts receivable ensures accuracy/integrity of reports and balances
- Policies and procedures are established for the accounting and collection of student accounts
- Perkins Loan program compliance with regulatory agencies is maintained, monitored and coordinated
- Student account personnel are supervised to ensure that billing and collection efforts are performed effectively and proper policies and procedures are administered

Essential Duties and Responsibilities:
- Maintains billing and housing rate tables and related system billing functions
- Generates student tuition and related expense charges; coordinates financial aid disbursements to student accounts
- Oversees and coordinates bill process (including semester tuition and related charges, health insurance and returning student deposits)
- Coordinates annual mailings for tuition management plans and tuition refund plan
- Performs monthly accounting reconciliations for accounts receivable and related accounts
- Coordinates transfer of Perkins loans to 3rd party servicer and performs semi-annual reconciliations to Datatel
- Monitors aging account balances and approves collection placements
- Analyzes adequacy of reserve for bad debt and proposes appropriate adjustments
- Communicates with various departments on campus to interpret and adhere to college tuition policies
- Coordinates collection efforts on defaulted student tuition accounts and Perkins loan accounts with outside collection agencies
- Handles second tier communications with parents/students regarding difficult or unusual problems and appeals with student accounts
- Communicates with VP of Finance on a regular basis regarding overall collection efforts, receivable balances and problem accounts
- Acts as main contact with outside 3rd party loan servicer and tuition payment plan servicer
- Manages 1098-T reporting process and ensures adherence to federal reporting requirements
- Supervises staff of 3 regular employees and one work-study student

Secondary Responsibilities:
- Performs accounting work and special projects for VP of Finance and accounting personnel on as-needed basis
- Trains staff on new processes and changes in federal regulations surrounding Perkins loans
- Attends training and conferences to keep up on new issues and trends in student accounting and collections (some travel necessary)

Positions Supervised:
- Student Account Specialists (2)
- Administrative Assistant/Collections Coordinator (1)
- Work-study student (1)

Major Contacts:
- Student account personnel (direct reports)
Saint Michael’s College  
Job Description  
Job Title: Bursar

- VP of Finance and all Student Financial Services personnel (Controller, Finance Director, Staff Accountants)  
- Financial Aid personnel 
- Student Life/Housing personnel 
- SIS personnel 
- Registrar 
- Information Technology 
- SMC staff 
- Current and former students/parents 
- Collection agency representatives, 3rd party billing and loan service agency representatives 
- Student-related insurance agency representatives 
- 3rd party tuition payment plan representatives 
- Banking personnel

**Demonstrates Excellence:**  
- Possesses a thorough understanding of accounts receivable and revenue cycle for a college/university setting including billing, collections, revenue recognition and reconciliations; the ability to understand tuition policies and procedures to interpret them and apply them to resolve questions and appeals; knowledge of the computer system in order to effectively apply accurate charges and credits and verify integrity of amounts  
- Clearly communicates with others to convey work related issues and thoroughly analyzes problems to resolve them  
- Efficiently supervises work flow, manages processes, confidently identifies inefficiencies and makes necessary process improvements and enhancements  
- Understands the collection process including litigation efforts; has the ability to clearly communicate with outside servicers and agencies to resolve problems and effectively answer questions

**Education and Work Experience:**  
- Bachelor’s degree  
- Experience in finance and/or accounting; particularly in accounts receivable management and reserve analysis  
- Knowledge of federal regulations, process improvement, collections desired  
- Background in supervision and review  
- Previous experience in a college environment preferred

**Analytic Skills:**  
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**  
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills:**

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<tr>
<td>Other</td>
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- System 3 (3rd party loan servicer software), and 3rd Party Tuition Plan Servicer software- highly proficient
Licenses, Certifications and Other Requirements:
- CPA License (desired, not required)

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Bursar, the employee is occasionally required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Knowledge of privacy laws surrounding educational environment

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.