Western Connecticut State University is pleased to announce that applications are being accepted for a Bursar in the University’s Cashier’s Office.

The Bursar is responsible for directing, coordinating and supervising personnel engaged in the receipting, depositing and reporting of all funds due the University. Oversees the billing and revenue systems of the University including the recording of revenue information in the University’s accounting system and revenue budgeting; Manages the student billing system, including coordinating policy and procedures with other campus offices, distributing fee information to the University community, and managing the flow of electronic payment information into the University’ information system. Works with Financial Aid and Fiscal Affairs offices to maintain control over the distribution of student financial assistance (including loans); Coordinates with the Financial Aid and Registrar's operations the record keeping and due diligence efforts for all University obligations including student loans; Provides debt counseling to students and parents; Reports all revenue information in the University’s finance system, assists in reconciling the University’s financial system and the bank statements, reviews budget revenue in University’s finance system and analyzes variances between budget and actual, prepares accountability and accounts receivable reports on obligations due the University and collections and manages transfer of deposits.

Qualifications: Bachelor's degree in Accounting or a business concentration is required. A Master’s degree is preferred. Five (5) years of progressively more responsible experience in higher education business or financial management including intensive customer service and problem-solving experience. Knowledge of integrated financial system used in accounts receivable is preferred. Knowledge of Microsoft Excel or another spreadsheet application is preferred. WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is $74,637 – $116,089 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Bursar.

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by Friday, January 17, 2020. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in
the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer