Position Announcement

Western Connecticut State University
Cashier's Office
Associate Bursar

Western Connecticut State University is pleased to announce that applications are being accepted for an Associate Bursar.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Position Summary:** The Associate Bursar is primarily responsible for assisting the Bursar in planning, implementing, and coordinating the front operations of the Cashier's Office. The responsibilities include technical systems management, management of the payment plan program, monitor processes for compliance with state and federal regulations, oversight of the cash management process and communications. This position supervises clerical and student employee staff. May also supervise professional staff. Duties include:

- Responsible for all aspects of cash management in the Cashier's Office.
- Completes daily deposit and prepares electronic payment gateway reconciliation and reports. Verifies all cash drawers daily.
- Responsible for maintaining the compliance of all cash handling for student and university funds. Assists the Bursar in supervising the receipt and deposit of all revenues collected by the University.
- Assists in the review and processing of all Federal Student Aid/PLUS loan refunds and refunds associated with overpayments to ensure compliance with all federal and state regulations.
- Assists the Bursar with the management and administration of the University’s enterprise resource planning system and electronic billing and payment system.
- Works with the Fiscal Affairs Office to ensure accurate accounting of financial transactions and rectifying discrepancies as they occur.
- Research issues related to bad checks, incorrect application of payments, and credit card issues.
- Works closely with third-party and state agencies to ensure timely billing and posting of credits to account for third-party payment arrangements.
- Resolves escalated student’s concerns regarding their bill.
- Provides counseling and financial literacy to students and provides payment options to students.
- Responsible for the technical implementation of payment processing system. Oversees the payment plan process.
- Assists the Bursar with tuition and fee assessment and billing timelines.
- Assists the Bursar with 1098-T creation and filing.
- Serves as the liaison for other student-serving offices. Resolves students’ needs and billing problems in conjunction with the Financial Aid Office, Registrar’s, Admissions, and Residence Life.
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- Oversees the tuition waiver process, implementation, and internal auditing to ensure compliance.
- Recommend and implement policies and procedures related to all areas of responsibility.

Qualifications: Bachelor’s Degree in business, accounting, or related field required. Master’s Degree or MBA preferred. Minimum of four (4) years of experience working in student services. Demonstrated ability to manage staff. Demonstrated proficiency in using student information systems (ex: Banner), Customer Relationship Management (CRM) system, or other enterprise software preferred. Candidate must possess excellent communication skills with demonstrated competence in handling complex information and the ability to relate positively to students, parents, and University staff.

Salary & Benefits: The hiring salary range is $78,262 – $101,594 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/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

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 in PDF or Word format only to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Associate Bursar. Application materials must be emailed to hrpositions@wcsu.edu. Review of applications will begin on Monday, July 10, 2023 and continue until the position has been filled.

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