

March 13, 2014

INTERNAL POSTING

POSITION TITLE: Bursar, Business Office, Position 14-S047

THE POSITION: Directs and oversees the Bursar's Office and cashier's window; establishes goals and procedures for the Office; coordinates the staff and operations of the department in an effective and efficient manner; has overall responsibility for compliance of University policies and procedures as well as state and federal mandates for responsibility areas; serves as custodian of all cash receipts; accounts for all cash and prepares deposits for crediting to proper bank accounts; receives and records tuition fee payments and other cash receipts for University operations; invoices University charges related to student accounts; collects University accounts, including student tuition and fees, financial aid drawdown, government agency, third party vendor payments and internal departmental deposits in accordance with applicable regulations and policies; communicates and manages accounts assigned to collection agencies; establishes and maintains internal control procedures to safeguard University assets; supervises, manages and trains staff in the daily operations of the office; develops and maintains communication with students and/or parents regarding available payment options for student accounts; establishes and monitors procedures for proper disbursement of student loans, refunds and financial aid awards in accordance with applicable regulations and policies; attends organizational conferences, meetings and workshops to stay informed on trends, both in operations and technology; assists with troubleshooting, testing and implementation of technology; promotes a positive image of the University through participation in community and professional organizations and community committees; maintains sound working relationships with banks and other financial institutions in accordance with state statutes and intuitional polices. The Bursar shall promote the SWOSU environment of celebrating diversity in all forms.

QUALIFICATIONS: Successful completion of a four year college level degree in accounting or a related and pertinent field; excellent intermediate level mathematical skills; excellent accounting skills; excellent written, verbal, grammatical, and interpersonal skills are required. Previous experience and demonstrated success in coordinating and safeguarding monetary funds; previous experience and an in-depth working knowledge in banking, finance, and marketing or tax regulations are preferred. Successful completion of an MBA and/or other certifications is helpful.

ANTICIPATED START DATE: May 2014.

SALARY: Commensurate with experience and education.

APPLICATION DEADLINE DATE: Review of applications will begin immediately and continue until the position is filled.

APPLICATION PROCEDURE: Submit completed Application for Staff Employment to: Office of Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096 or fax application material to (580) 774-6582. Application for Staff Employment available at the Office of Human Resources, Administration Building, Room 101, or at <http://www.swosu.edu/resources/pubforms/DisplayMedia.aspx?pid=38>. For additional information visit www.swosu.edu.

Southwestern Oklahoma State University is an EEO employer and encourages applications from minorities and women.