# Bursar Job Description

**Division/Department:** Office of Business Affairs  
**Date to Be Filled:** Immediately  
**Reports To:** Comptroller  
**Salary:** Commensurate with Experience

## Summary
To assist in the planning, managing, and supporting of the College Bursar's Office; to provide related services to achieve the objectives of the Bursar's Office, and to participate as a member of the Office of Business Affairs to achieve the goals of the division and the College. The applicant must be able to maintain student account receivable files accurately and handle multiple tasks simultaneously.

## Requirements
**Education:** Bachelor’s degree in Business Administration, Business Management, Accounting, Economics or similar from a regionally accredited college or university required.

**Skills, Knowledge, Abilities:**
- Knowledge of automated systems which will include e-billing and e-payment processes.
- Ability to produce reports from a financial reporting systems and work with the reports through Excel and other software programs.
- Proficiency in Microsoft office applications, report writing tools, and student information systems.
- Strong customer relations skills.
- Ability to function effectively as a member of an accounting team.
- Decision making skills and ability to work independently.

**Experience:** Three to five years related professional experience in a similar or related field and prior supervisory experience is preferred.

The applicant must have the ability to maintain confidentiality of records and information, must work effectively with colleagues and students by practicing punctuality, must be able to reach deadlines, and must have the ability to detect and solve problems effectively.

## Responsibilities
(1) Manages student accounts receivable; invoice billing, apply scholarships on student account, prepares delinquent reports and monthly reconciliations; send text blasts and other communications to students; and prepares periodic accounting entries.  
(2) Oversee the student refund process.  
(3) Supervise staff as assigned.  
(4) Perform other duties as assigned.

## Organizational Relationships
(1) Reports to the Comptroller for the performance of assigned responsibilities.  
(2) Coordinates work with Financial Aid Department and other college departments as necessary and appropriate.  
(3) Relates role to college goals and mission.

## Special Information
The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.
ABOUT US
Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

TO APPLY
Persons interested in the above position should submit a resume along with a letter of interest to:
careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

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