

Job Title: Enrollment Bursar Director
Job ID: 24651
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future Careers.

Reporting to the Assistant Vice President for Finance / CFO, the Bursar oversees day-to-day operations and provides leadership and guidance to staff engaged in collections of all tuition and non-instructional fees, and maintenance of student accounts.

The Bursar is responsible for ensuring exceptional customer service while ensuring the timely processing of all transactions impacting student accounts, including but not limited to, TAP Certifications, Federal Return to Title IV calculations and the review and administration of 1098T Tax Forms.

In addition to the CUNY Title Overview, major duties include, but are not limited to:

- Leads staff and manages daily operations, including the collection and processing of College Revenue and departmental receipts; ensures operations are conducted in compliance with University policy; ensures exceptional customer service to students and campus stakeholders;
- Serves as College TAP Certification Officer responsible for the timely and accurate review of NYS student awards process;
- Establishes and maintains policies, procedures, and internal controls for the accounting of all monetary payments; Creation and Implementation of effective billing and collection strategies;
- Manages the distribution of employee payroll checks
- Researches and recommends initiatives to ensure operations are conducted in the most effective and efficient manner consistent with industry norms;

- **Manages the** Federal Title IV R2T4 and 1098T processes;
- Provides accurate and timely reporting on student account information;
- Maintains professional and collaborative working relationship with College Business Office personnel to ensure integrity and reliability of all financial transactions.
- Serves as College representative on both University councils and campus committees, as required.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

Preferred qualifications include:

- Eight years of progressively responsible experience in a Bursar's Office or its equivalent in student financial services.
- Master's degree is preferred.
- Excellent verbal and written communication skills required.
- Computer literacy (MS Excel in particular); experience with PeopleSoft preferred.
- Strong financial management skills; knowledge of accounting procedures and best practices.
- Excellent organizational, time management and interpersonal skills required.
- Ability to work in a team-oriented environment is essential.

CUNY TITLE OVERVIEW

Directs College student accounts operations and activities.

- Designs, implements and monitors an array of functions in the billing and collection of student receivables
- Establishes and maintains policies, procedures, and internal controls for accounting and depositing of payments, monitoring of receivables and optimizing collections
- Develops strategic plan; assesses outcomes and formulates responses to improve student revenue performance
- Ensures reporting requirements are completed in timely and accurate manner to fulfill various legal obligations
- Manages professional and clerical staff
- Performs related duties as assigned.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

July 15, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.