



JOB DESCRIPTION

TITLE: Bursar
DEPT: Business Office
REPORTS TO: Controller
FLSA: Non-Exempt
SALARY: \$45,000- \$55,000

Position Summary:

The Bursar is responsible for managing all accounts receivable, collections, and analyzing related general ledger accounts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.
2. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculties, staff, students, and other stakeholders of our services. Handles confidential information with tact, discretion and in compliance with FERPA regulations. Learns and uses operating practices of the Heritage University.
3. Manages functions associated with the overall administration of the College's accounts receivable operations.
 - In database, sets up charges, refunds, and other required data for the generation of student charges by the staff.
 - Reviews and posts adjustments as necessary.
 - Reviews documentation for and posts other financial obligations onto students' accounts.
 - Assists other departments with the monitoring of transactions for the other receivable subsidiaries (i.e., ELC, Employee, etc.).
4. Directs the monthly accounts receivable closing and ensures distribution of statements and reports.
5. Reviews, approves, and reconciles of application of approved financial aid and financial aid refund checks.
6. Reviews accuracy of direct reports, application of payments to all general ledgers and accounts receivable accounts.
7. Supervises staff in the resolution of accounts receivable issues. Reviews analyses of students' account activity.
8. Reviews and posts adjustments as necessary.
9. In conjunction with supervisor, calculates and writes entry for allowance for doubtful accounts.
10. Manages outstanding balances of all accounts receivable, including accounts written off, general ledger analysis and in conjunction with supervisor, calculates and writes entry for allowance for doubtful accounts.
 - Writes and revises database reports to accomplish objectives of Office.
 - Maintains Posts of Transactions related to this Office.
 - Assists with monthly General Ledger closing.
11. Analyzes General Ledger accounts, researches problem areas, and writes correcting journal entries.
12. Understanding of policies and procedures regarding the interaction of Bursars office with other Heritage University departments, including Registrar, Admissions, Financial Aid, and Student Services.

13. Assists other Business Office personnel, and performs additional related duties as requested.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Two or three years of Supervisory and collections experience, ability to perform detailed work with numerical data and make computations accurately and rapidly.
2. Excellent PC skills with proficiency in Micro-Soft Office software.
3. Ability to learn and operate new computer software and to write and revise database reports and spreadsheets. Experience working on databases helpful.
4. A personable individual with interpersonal skills demonstrating the ability to work with limited supervision and effectively relate to a diverse group of people, including students, faculty and administrators.
5. A dependable individual with organizational, communication and administrative skills demonstrating the ability to handle multiple projects and deadlines simultaneously.

QUALIFICATIONS: Bachelor's degree in accounting preferred or equivalent of minimum of three years in school/university work experience.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.