

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
BURSAR
CCP 17- 12 month, Tenure Track, Standard Appointment

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Full Time, 35 hours a week
Salary: **\$58,035.00** approximate annual.
Closing Date: Letter of application must be postmarked no later than **December 4, 2015.**
No phone inquiries; please submit only one application package.
Be sure to include the position you are applying for.

General Knowledge,

Skills and Abilities: Under the supervision of the Director of Finance and Administrative Services, the Bursar provides functional and operational direction and guidance for the college's receivables function. This includes the establishment, implementation and communication of accounts receivable policies and procedures. The Bursar supervises and provides direction to the clerical staff assigned to the Bursar's Office. The position has extensive relationships with students, parents, College staff as well as members of the business and government communities and is expected to promote a high level of customer service and use a continuous process improvement approach to improve the quality, efficiency and contributions of the Bursar's Office. Develops and implements policies, programs and processes to accomplish objectives and improve Bursar office operations, receivable and collection policies and procedures in accordance with state and federal guidelines. Plans office workflow, assigns and schedules work for the department. This position will be required to adjust their schedule to work evenings for late night registrations. In addition to the accountabilities listed above, the position is required to attend and participate at convocation and commencement ceremonies; Attend and participate in committee, staff, informational and professional meetings. These may involve attendance at evening or weekend events. The incumbent is expected to represent the College in a positive manner and to collaborate with student service departments to contribute to retaining students.

General Experience: A bachelor's degree required, preferably in a business administration area together with excellent interpersonal and written skills, considerable ability to analyze and evaluate customer/student financial records, methods and procedures; ability to devise and install accounting procedures; supervisory experience is a plus.

Preferred Qualifications: Five years of experience performing accounts receivable duties and or managing customer service/student accounts; excellent organizational, leadership and communication skills; positive customer service philosophy, ability to prioritize workload and meet deadlines; ability to interact with internal and external customers under stressful situations; three years of experience using advanced Microsoft Office applications, particularly Excel spreadsheets and using an automated financial accounting system, preferably Banner – Student Information and Financial System.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of the position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application

Instructions: Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/humanResources.htm>) and college transcripts (copies are acceptable at the time of application) to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations

Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplclicant@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu