

NAUGATUCK VALLEY COMMUNITY COLLEGE
BURSAR
(Community College Professional 17)
12 Month Tenure Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$58,035 approximate annual (subject to collective bargaining increase), plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: March 30, 2017

Anticipated Starting Date: May 2017

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Business Administration or an appropriately related field. Two years of related experience, including experience performing general accounting operations. Strong supervisory skills preferred.

Applicants who do not meet the minimum qualifications noted above may be considered for this position by stating in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the supervision of the Director of Finance and Administrative Services or other administrator, 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 will be assigned to the Waterbury campus and will have some responsibility for supporting the Danbury campus. The incumbent is expected to represent the College in a positive manner and to collaborate with student service departments to contribute to retaining students.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at [NVCC Bursar](#).

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

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.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.