

Manchester Community College
Bursar, CCP-17, 12-month tenure track position
Full Time, 35 hours/week

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

Open To: The Public
Location: Manchester Community College, Manchester, CT
Hours: 35 hours per week
Salary: \$56,345 Approx. Annual
Closing Date: February 19, 2015

Minimum Qualifications:

Bachelor's degree in Accounting, Finance or closely related business administration area together with two to three years of experience assisting in the supervision of an accounting function and two to three years of experience performing general accounting operations. One to two years of experience using advanced Microsoft Office applications and the Banner financial accounting system, which analyze and project financial data and strong oral and written communication skills. A demonstrated understanding of the mission of the community college and the ability to work with a culturally and ethnically diverse population is required.

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 this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Three or more years in a supervisory capacity in connection with an accounting function together with five or more years of experience performing general accounting functions including A/R experience together with two or more years of experience performing customer relations activities in a high volume organization.

PREFERRED QUALIFICATIONS:

Master's degree in Accounting, Finance, or closely related business administration area or Certified Public Accountant (CPA) preferred.

Duties:

Under the supervision of the Associate Director of Finance and Administrative Services, the Bursar provides functional and operational leadership, management, direction and guidance for the college's receivables. This includes the ancillary functions of collections on delinquent accounts, installment plan administration, daily cash collection and cashiering deposits and all institutional responsibilities related to these functions. The Bursar supervises and provides leadership and direction to the staff assigned to the Bursar's Office; develops departmental goals, objectives and strategies to enhance collection efforts and student service; develops and implements policies, programs and processes to accomplish objectives and improve Bursar's Office operations, receivable and collection policies and procedures in accordance with state and federal guidelines; ensures compliance with federal regulations for year-end tax reporting; oversees the administration of installment plans; manages the College's drop for nonpayment process to ensure the timeliness and accuracy of student enrollment; ensures the timely processing of refunds; establishes and communicates payment due dates, refunding schedules, and other information; ensures that the department's webpage, college catalog, course schedules, and other written materials contain accurate, timely and relevant content that effectively communicates department policies and procedures; analyzes student enrollment and

financial data to project, monitor and report revenues and allowance for doubtful accounts; researches and addresses student inquiries and refund exception appeal requests. This position will be required to adjust their schedule to work evenings for late night registrations and specific weekends during registration periods. In addition to the accountabilities listed above, the position is required to carry out these essential duties: attendance and participation at convocation and commencement ceremonies; attendance and participation at 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.

Application Instructions: Send letter of intent, resume, transcripts and the names of three references to the address below:

Patricia Lindo, Interim Director of Human Resources
Manchester Community College
Great Path MS #2
PO Box 1046
Manchester, CT 06045-1046

Or email to: GenInfoHumanResources@mcc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Manchester 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Lowe Student Services Center L-133b, 860-512-3107.