State College of Florida, Manatee-Sarasota
Job Description

Job Title: Assistant Bursar

Reports to: Bursar
FLSA Status: Exempt
Level: 211
Position Class: P9953

Job Summary:
This position is responsible for assisting the Bursar with supervising, directing, coordinating and verifying the activities of Business Office staff engaged in the collection, deposit and recording of all college receipts, obtaining financial data for use in maintaining accounting and statistical records, and completing reports filed with third parties in accordance with college procedures.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Temporarily assumes the day to day responsibilities of the Bursar during short absences such as vacation and sick leave.

2. Handles and is responsible for large sums of cash on a daily basis from student payments, accounts receivable, government agencies, third part vendors and internal college monetary transactions and deposits.

3. Supervises one or more employees or students in the day to day operations of the Business Office.

4. Compiles composite reports from individual reports of subordinates required by management or government agencies.
5. Coordinates and/or participates in the preparation of materials or reports requiring analysis of supporting documents, and insures that all entries are entered into the system properly. Works with external agencies as required in the completion of same.

6. Identifies and resolves problems and inconsistencies, and determines appropriate corrective procedures. Responsible for the research and resolution of student account issues and communicating results to students and/or other interested internal or external parties as appropriate within the College’s procedures and the law.

7. Communicates and coordinates accounting policies, practices, and procedures with department managers and other College officials, vendors, reporting agencies, clients, customers, and the public.

8. Determines work procedures, prepares work schedules, and expedites workflow. Studies and standardizes procedures to improve efficiency of subordinates.

9. Assigns duties and examines work for exactness, neatness, and conformity to policies and procedures.

10. Provides coaching/training and disciplinary actions of staff as required.

11. Maintains and reconciles petty cash fund for the college. Assists other College departments with petty cash and change fund procedures and conducts training as required.

12. Researches and responds to credit card disputes with follow up action as needed to resolve issues. Communicates with students, parents and banks as required to obtain satisfactory resolution.

13. Responds to inquiries and complaints from various constituents and adjusts errors and inconsistencies, etc. as necessary.

14. Provides back-up for work of subordinates as necessary.

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree in accounting, finance or business from an accredited college or university and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a supervisor, with responsibility for hiring, firing, and assigning work, training new employees, and assisting others with problems, is required.


- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills**
  To perform this job successfully, an individual should have advanced knowledge of word processing, spreadsheet, internet, and database software and Contact Management systems.

- **Certificates and Licenses**
  The job requires the employee to be bondable.

**Responsibility for People and Property:**
The job requires the supervision of assigned office staff.

This position handles and is responsible for large sums of cash on a daily basis.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with students and all levels of SCF Administration and staff.

- **External Contacts:**
  Position has frequent contact with banks and state agencies and occasional contact with parents.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, sit, reach with hands and arms, and lift up to 10 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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