



**Position Title:** Bursar Staff.  
**Reports To:** Campus Deans/Comptroller's Office  
**Classification:** Non-Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Position Overview:** In charge of overseeing billing, receivables, and cashier operations on campus. Responsible for following up on, collecting, and posting monthly payments from active, graduate, and withdrawn students. Also tasked with updating and managing student ledgers to reflect accurate pending balances.

**Key Responsibilities:**

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

**Position Responsibilities:**

1. Notify all active students of any late payments and any late payment charges incurred and ensure collection of funds.
2. Adjust students' ledgers according to established guidelines and notify students whenever necessary.
3. Communicate and inform the University Collection Officer of any non-attending students that have pending payments when contact with student has not been successful.
4. Coordinate and work with faculty regarding student accounts that are payment delinquent.
5. Responsible for posting all payments made to Tuition Options to the student's ledgers.
6. Responsible to follow up with students with Tuition Options and contact the ones that have fallen behind with their payments.
7. Manage in conjunction with Admissions Department the collection of the Registration and Id fees.
8. Make sure the students are updated with their monthly payments to approve the release of requests of their transcripts or diplomas to employees or other institutions.
9. Charge the amount that students owe for all seminars, background checks, insurance, etc. and post the payments to student's ledgers.

**Requirements:**

- Associate degree in Accounting or Business. Bachelor preferred.
- Experience in accounts receivable, billing, cash-handling, and collections.
- Detail oriented and able to meet deadlines.

**Key Competencies**

- Numerical, literacy, organization, and planning skills
- Work management and prioritizing skills.
- Verbal and written communication skills
- Problem solving ability, attention to detail.
- Accuracy, flexibility, reliability, teamwork

**Schedule:**

- Monday - Thursday: 2 days from 8:00am to 5:00pm and 2 days from 12:00pm to 9:00pm
- \*Fridays alternate (*campus closes at 7pm*) (8:00am to 5:00pm or 10:00am to 7:00pm)

**Job Type**

Full-time

**Benefits:**

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

**Working Conditions**

General office working conditions. The noise level is at normal office capacity.

**Physical Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

**Safety Hazard of the Job**

Minimal Hazards.

**Note:** The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of

all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

**Notification to candidates:**

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

**To apply for this position please click on the link below:**

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>