

Associate Bursar

Department: Administration & Finance, Bursar's Office

Supervisor: Bursar

Position Status: This is a full-time, exempt position, usually working Monday-Friday, 8 a.m.–5 p.m. However, additional hours may be necessary in the evenings and on the weekends.

Position Summary: To assist the Bursar with all student accounts receivable and student loans receivable to include billing, record keeping, collections, credit management, and bank deposits. To exercise overall responsibility for student accounts receivable and student loans receivable in the absence of the Bursar.

Essential Responsibilities include, but are not limited to:

- Manage the day to day operations of the Bursar's Office.
- Provide customer service at Bursar's window and over the phone, including managing the assistants and providing training as necessary in this area.
- Review daily receipts for accuracy; reconcile discrepancies.
- Work with Registrar's office to collect R2T4 information.
- Have responsibility for the monthly balancing of Student loan, KEES, KTG & CAP accounts.
- Assist in the preparation of audit schedules and trial balances for the annual audit.
- Have responsibility for posting financial aid.
- Back up Bursar in preparing CARS billing codes and printing bills and statements
- Back up Loan Clerk, be familiar with Greentree loan software, credit reports, and skip traces.
- Have responsibility for balancing CSGold transactions to General Ledger.
- Have responsibility for preparing housing & damage deposit refunds.
- Have responsibility for preparing Canadian tax forms.
- Reprint and check 1098T tax forms upon student request.
- Perform other accounting and management tasks as directed by the Bursar.

Minimum Qualifications: College degree required. Preferred 3 years experience. Excellent interpersonal communication skills for contact with students and departments both by phone and individually. Ability to provide excellent customer service to students and coworkers. Ability to handle multiple projects. Attention to detail is very important. Must maintain confidentiality. Computer experience or knowledge needed, specifically Microsoft Office.

Review of applications will begin upon receipt and continue to the position is filled.

Send cover letter, resume and contact information for three professional references to:

Denise Brown-Cornelius, Assistant Vice President
c/o Sherry Pile, Assistant
Administration and Finance Office

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Bellarmino is an equal opportunity employer. Applicants with diverse backgrounds are encouraged to apply.