



ST. AUGUSTINE COLLEGE

# BURSAR



# BURSAR

---

## ABOUT ST. AUGUSTINE COLLEGE

St. Augustine College is an independent Latino institution of higher education, dedicated to providing innovative education and workforce development training through a unique, supportive learning environment, making higher education and its benefits accessible to a diverse student population, leading to social and economic mobility. St. Augustine College takes pride in being a mission-driven, student-centered higher education institution which values bilingualism, student success, diversity, inclusion, innovation, intellectual growth, professional development, teamwork, and accountability.

St. Augustine College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) and is a founding member of the Hispanic Association of Colleges and Universities (HACU). The college has four sites in the Chicago area communities of Little Village, Humboldt Park, Southeast Chicago, and Uptown. A fifth site is located in Aurora, Illinois. The workforce development arm of the institution initiated programming in Waukegan, Illinois in 2017.

St. Augustine College changes lives. St. Augustine College ranks No. 1 out of 103 Colleges in Illinois - and No. 61 among the country's 2,137 Colleges - in raising their students' incomes by two levels, according to the study "Highest Upward Mobility Rate Colleges," published by the New York Times. This is a very significant indicator of the impact the College makes in changing the lives of its students.

---

## MISSION

St. Augustine College is an independent, bilingual (dual-language) institution of higher education created under the auspices of the Episcopal Diocese to make the American system of higher education accessible to a diverse student population with emphasis on those of Hispanic/Latino descent; to strengthen ethnic identity; to reinforce cultural interaction; and to build a bridge to fill cultural, educational, and socio-economic gaps.

---

## POSITION SUMMARY

The Bursar manages all aspects of a student's financial account to include tuition, billing, revenue recognition, bank deposits, cash receipts and student refunds to ledger. He/she manages receivables of active and inactive students to include regular collections and analysis of past due receivables and collections. He/she also maintains student records to ensure files contain current and accurate student data, assists in miscellaneous charges such as textbooks, student and other purchases necessary for

the operation of the College. The Bursar manages and coordinates the posting of financial aid, tuition credits, fees, costs, collection of delinquent accounts, and delivers refunds and financial aid residuals after disbursement.

He/she maintains a positive and professional attitude and assist students and their families understand their bills and expenses and make payments simply and efficiently, and answer questions about those resources.

All duties must be conducted in accordance with the Mission, Vision and Core Values of the College; serving as a business professional to students, parents, faculty and staff in by promoting customer service, respect, communication, collaboration and excellence. Applicants must be able to demonstrate a sensitivity to the needs of everyone from diverse backgrounds and demonstrate commitment to our institution.

The Bursar is responsible for ensuring the integrity, accuracy, confidentiality and timely maintenance of student financial records, billing and analysis, refunds and over-payments, financial aid disbursements, and credits in compliance with all state, accrediting and federal regulations governing the release of student record information. Therefore, he/she should be able to respond to all inquiries expected in an audit or accreditation visit.

Candidates must be fully bilingual (English and Spanish). Previous Bursar's experience in a college/university is a requirement. Occasionally, the schedule may require working until evening hours and on Saturday mornings.

## DUTIES/RESPONSIBILITIES

1. Oversees the overall operations of student financial services, billing and receivables, and cashiering functions of the college.
2. Provides direction and leadership in financial management, budget preparation and fiscal management; ensures compliance with college, state, and federal regulations and standard accounting procedures.
3. Directs the monthly accounts receivable closing and ensures distribution of statements and reports.
4. Reviews, approves and reconciles the application of approved financial aid and financial aid refund checks.
5. Supervises staff in the resolution of accounts receivable issues. Reviews analyses of students' account activity. Reviews and posts adjustments as necessary; calculates and writes entry for allowance for doubtful accounts.
6. Provides periodic reports of receipts and technical information to the college community and to external funding agencies.
7. Encourages customer-oriented staff interaction with students, parents, and administrators.

8. Interacts with internal and external auditors, participates in auditing projects, or provides information and access to accounting records as required.
9. Directs and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
10. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of department staff.
11. Develops and manages annual budgets and performs periodic cost and productivity analyses.
12. Professionally represents the College to governmental agencies, vendors, students and their parents, and/or the general public.
13. Plans, develops, and implements strategies for generating resources and/or revenues for the organization.
14. Performs miscellaneous job-related duties as assigned.

#### Skills/Qualifications:

- Experience in a higher education environment required. Bachelor's Degree in Business Administration, Accounting, Finance or equivalent; Master's degree in a related field is preferred.
- Three years of management experience and direct experience related to the duties and responsibilities specified, ability to perform detailed work and make computations accurately and rapidly.
- Expertise in student information systems or other related payment systems.
- Proficiency of software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
- Responsive individual with interpersonal skills demonstrating the ability to work with limited supervision and effectively relate to a diverse group of people including students, faculty and administrators
- Dependable individual with organizational, communication and administrative skills demonstrating the ability to handle multiple project and deadlines simultaneously.

#### General Requirements:

- Provides high quality customer service to internal and external customers in accordance with St. Augustine's customer service principles.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining professional networks; participating in professional organizations.

- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Reads and responds to internal email communication as appropriate using business format and business etiquette.
- Maintains confidentiality regarding student and employee information.

#### Additional Leadership Requirements for Managers:

- Effectively accomplishes work through others; inspires confidence, provides clear direction, communicates constructive feedback; recognizes and resolves problems.
- Recognizes and develops skills and abilities of other employees in order to promote professional development and to meet departmental objectives; plans and assigns work effectively.
- Involved in change management procedures, formulating policy, developing and implementing new strategies and procedures.

#### Federal Law/Regulations:

- Knowledge of college auditing policies, standards, and procedures
- Knowledge of standard collection practices including Fair Credit Reporting Act (FCRA), Fair Debt Collection Practices Act (FDCPA), Family Educational Rights

---

## EXPECTATIONS AND BENEFITS

This position will be based out of St. Augustine's main campus in Chicago. The position is full-time.

Eligible for St. Augustine's standard benefit plans including health, vision, dental, retirement, short-term and long-term disability, and life insurance.

---

## PROCEDURE FOR CANDIDACY

Please provide the following information:

- 1. Resume or Curriculum Vitae**
- 2. A letter of application that addresses the responsibilities and requirements described in this job description**
- 3. Names and contact information for three references. References will not be contacted without the prior approval of candidates.**
- 4. Requested materials should be sent via e-mail to [nocampo@staugustine.edu](mailto:nocampo@staugustine.edu)**

St. Augustine College is an equal opportunity employer. St. Augustine College complies with all applicable federal, state and local laws regarding recruitment and hiring. All qualified applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by applicable federal, state or local laws. No phone calls or agencies please.