

# UNIVERSITY OF DALLAS

Job Number: 12940UD

**Assistant Bursar**

Date Posted: October 13, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## SUMMARY

UD is currently seeking an Assistant Bursar responsible for the University's account receivable management service and internal recovery effort for collecting all student accounts, such as sending follow-up inquiries, negotiating with past due accounts, and referring accounts to collection agencies. The Assistant Bursar will be responsible for delinquency management services preventing past-due accounts from reaching bad debt status. This individual will work closely with collection agencies when the college's internal recovery efforts have been unsuccessful. Serve as the backup to the Bursar.

## PRIMARY RESPONSIBILITIES

- Manage the Perkins loan program, ensuring federal compliance and maintaining Perkins receivables.
- Provide customer service to students and parents on payment options and student services. Research inquiries regarding disputed or questioned transactions regarding student accounts.
- Assist with creating semester build for registration in the Banner system and creates account statements and payment plans in Transact.
- Conduct accounts receivable aging and determines delinquent accounts needing follow-up. Coordinates collections, calls, letters, the statement runs, and placements. Research and review all previously written-off accounts for collectability.
- Research and reconcile credits for accounts receivables for refunds and accuracy of accounts.
- Reconcile assigned general ledger accounts. Prepare quarterly reconciliation summaries and collection reports.
- Manages account delinquency by sending follow-up notices to account holders and negotiating past-due accounts and placement with external collection agencies.

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- Manages list of graduating students, notifies students of account requirements for graduation, and conducts exit interviews as needed.
- Prepare software for registration, 1098-T, and other internal processes.
- Oversees online correspondence through Banner Communications Management.
- Other duties as assigned to ensure the efficient and effective operation of the Business Department.

## MINIMUM REQUIREMENTS

- An Associate's degree (Finance or Accounting preferred)
- 2-3 years of experience in invoicing, collection, and/or processing of payments.
- Working knowledge of Microsoft Office programs required.

## PREFERRED QUALIFICATIONS

- Direct experience in a Bursar office in higher education and supervisory experience is preferred.

## ADDITIONAL INFORMATION

- Strong interpersonal and follow-up skills to conduct all relations with students, parents, faculty, and administrative and support staff in a professional manner.
- Articulate, professional, pleasant telephone manner.
- Ability to function well under pressure and maintain a pleasant customer service attitude.
- Knowledgeable of cash management procedures.
- Knowledgeable of accounts receivable management, delinquency management, and bad debt recovery processes.
- Ability to work quickly and accurately with minimal supervision.
- Knowledge of financial aid such as Direct Student and Parent Loans, Pell Grants, Perkins Loan, etc., necessary when counseling students and parents regarding student accounts.
- Strong problem-solving and analytical skills.
- Extremely detailed-oriented.
- Ability to adapt quickly to change.
- Ability to multi-task effectively.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.