

Job Description

Job Title:	Enrollment Bursar Coordinator
Job ID:	16111
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Temporary

POSITION DETAILS

The Bursar's Office supports the Hostos Community College's and the Division of Administration and Finance's missions through the control, collection and timely deposit of all monies received from students, faculty, and staff for the College, including the Adult and Continuing Education programs. The Office is committed to providing efficient service for the following: distribution of all salary, financial aid, and internal college checks; the billing, collection, and depositing of money from students at registration; and the collection of student liabilities and receivables.

The Bursar's Office is seeking a substitute Enrollment Bursar Coordinator for a period of up to one year. Reporting directly to the Enrollment Bursar Manager, the selected candidate will perform the duties as described in the CUNY Title overview section as well as the following:

- Assists with bank reconciliations as needed.
- Prepares daily transactions for pick up and delivery to depository.

This substitute appointment is subject to review and approval for up to one year.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:

- One year experience in Bursar operations
- Availability to work evening hours

CUNY TITLE OVERVIEW

Provides operational support for a College student accounts function.

- Performs processing, collection, reconciliation and maintenance of student receivables
- Counsels students in meeting college financial obligations including current tuition, prior receivables and methods of payment; responds to student account inquiries
- Maintains revenue files; prepares reports as required
- Assists in the review of student accounts; identifies and reports delinquent accounts
- May assist in the evaluation and verification of student eligibility for various loans and grants

- Provides support to ensure the smooth flow of business operations and completion of required administrative tasks within the office; may supervise clerical and/or part-time staff
- Performs related duties as assigned.

Job Title Name: Enrollment Bursar Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$35,576 - \$38,407 (\$38,701 - \$41,780*)

*Salary subject to the new contract implementation

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter and three professional references.

CLOSING DATE

January 28, 2017

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.