***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Bursar, Assistant**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Accounting - Student

**Job Summary:**

The Assistant Bursar is responsible for the fiscal management of all University financial aid funds and oversees the administrative procedures for student accounting function. The Assistant Bursar produces and submits annual reporting for all federally funded activities.

**Essential Functions:**

* Administer and maintain University held student aid accounts, and verify the accuracy of transactions and informed of the changes in federal and state compliance regulations. Ensures uniform application of University policies and procedures, the Federal, State, and local regulations.
* Reconcile all loan accounts to the amounts recorded in the student accounts receivable data system and the general ledger.
* Project available for lending amounts held in each University federal loan program. Communicate amounts to the financial aid office. Monitor financial aid spending to ensure loan fund capacities are not exceeded.
* Assemble information needed from campus sources in order to complete and submit annual Fiscal Operations Report and Application to Participate (FISAP), Annual Operating Reports, and any other required financial reporting for all federally funded loan .
* Perform monthly reconciliations of bank accounts and multiple University clearing accounts.
* Oversee the student refund program in accordance with Department of Education and the Department of Health & Human Services policies.
* Reconcile the Maryland Higher Education Funds received to the amount awarded by Financial Aid annually.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Five (5) years experience in student accounting including experience with accounting and reporting of federal Financial aid, accounting databases, and student information Management systems or other Financial systems.

Supervisory: One (1) years of direct supervisory or responsible for training, work coordina tion, and monitoring of work of others.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1216F

SOC Code: 113031 IPEDS: Management

EEO6 Code: Professional State Code: 9332201

USM eCode: E23127 AAP Code: 3A