***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**

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

Sub Family: Accounting - Student

**Job Summary:**

The Bursar is the custodian of institutional funds. Plan, schedule, and direct the work of the student accounts office using the established accounting policies of the organization. Monitor accounts receivable processes, calculations and records.

**Essential Functions:**

* Manage functional personnel in alignment with department and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity.
* Maintain functional efficiency and productivity by developing, implementing, and coordinating policies and procedures.
* Foster and support a conducive consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement in functional area.
* Monitor, review, and evaluate ongoing functional programs and controls, assessing needs and facilitating improvements.
* Perform such administrative duties as staff supervision, performance evaluation, budgetary tracking, report formulation, and quality assurance.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Six (6) years progressively building a background in an institutional fund management area.

Supervisory: Two (2) year of experience at a management/leadership level.

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: E1216G

SOC Code: 113031 IPEDS: Management

EEO6 Code: Professional State Code: 9332201

USM eCode: E23127 AAP Code: 3A