

WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title: Bursar/Accounts Receivable
Department: Fiscal Affairs
Reports to: Assistant Vice President of Finance
FLSA Status: Exempt
Called: No
Revised: February 2021

Position Summary: Under the direction of the Assistant Vice President of Finance, the Bursar/Accounts Receivable position provides superior support to the organization by processing cash receipts, student billing, assisting students with their accounts and deposit of cash receipts.

PRIMARY RESPONSIBILITIES:

- **STUDENT RECEIVABLES**
 - Prepare student tuition bills using Administrative Software program. Charge students per their registration forms and credit their financial aid per the Financial Aid Office.
 - Send and/or upload tuition statements during the school year.
 - Be a resource for students and parents on billing and financial aid questions.
 - Follow up on delinquent student accounts with the students, and ultimately with a collection agency or attorney.
 - Maintain student tuition accounts on a daily basis working with Financial Aid, Registrar, and Technology offices.
- **CASH RECEIPTS**
 - Complete twice-weekly deposits and record in accounting software or supervise student workers in these tasks.
 - Assist in organizing and managing all account receivable/cash collection activities for various departments and events on campus.
 - Maintain petty cash for the Business Office.
 - Process other receivables as required.
- **WLC ONECARD**
 - Maintain and reconcile database for the OneCard system.
 - Add money, adjust meal plans, etc. on OneCard system.
- **CASHNET RECEIVABLES**
 - Maintain and reconcile student accounts.
 - Run charges and post bills to online student accounts.
- **RENTAL OF CAMPUS HOUSING**

- Work with Residence Life to maintain billing of students signing rental agreements during the summer and J-Term.
- **OTHER**
 - Reconcile other general ledger accounts, including several clearing accounts, as required.
 - Assist with year-end closing and the annual audit.
 - Maintain files in an orderly manner.
 - Provide assistance when needed in such activities as office mailings, student payments, etc.
 - Provide back-up service for accounts payable and payroll as needed.
 - This position has contact with students, parents, alumni, vendors, faculty, staff and the public.
 - This position may require weekend and evening hours.
- **SUPERVISORY RESPONSIBILITIES**
 - This position supervises student workers and interns.

REQUIREMENTS

EDUCATION AND/OR EXPERIENCE:

- Bachelor Degree in Business, Accounting or a related field is required.
- Minimum of two (2) years' experience performing accounts receivable work is required.
- Familiarity with student receivables is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have good verbal and written communication skills.
- Demonstrates a friendly and approachable personality and able to work in a team environment.
- Experience with an Enterprise Resource Planning system is desired.
- Technical abilities including software query/report writing and editing desired.
- Extensive experience with Word and Excel required.
- Must be able to identify problems, search out answers, and draw valid conclusions.
- This position requires strong accounting skills. Good math skills are required including the ability to add, subtract, multiply and divide, use ratios, decimals and fractions.
- Must be able to use a computer and various software, telephone, voice mail, copy machine, printer, fax machine and calculator.
- Ability to pay close attention to details is necessary.
- Bilingual in Spanish a plus.
- Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.