

# Sam Houston State University Human Resources

---

## Staff Classification Description – Assistant Bursar

---

**Skill Category:** Professional  
**Position (Employee) Class:** 3N948 (E1)  
**Grade:** 16  
**Date:** 08/2014

**Department:** Controller

**Educational & Experience Requirement:** Bachelor's degree in business or related field. Five years of experience in related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Assists with managerial tasks to coordinate with all students, General Accounting, Financial Accounting and Reporting, Payroll, HigherOne and other campus departments and vendors to achieve the defined mission and goals for this department by helping direct the daily operations of the Bursar's Office including student receipt systems, collections, and student refunds.

**Supervision Given & Received:** Works under minimum supervision from the Bursar and may supervises the accountants, managers, cashiers, and student employees as assigned.

**Primary Responsibilities:** Assists the Bursar with managing the operations of the Bursar's Office. Performs complex and technical tasks in the functional areas of student receipting, billing, collections, financial aid, student refunds, and cashiering. Monitors the preparation of daily deposits and bill collections, as well as departmental deposits. Monitors departmental deposits to ensure that they comply with University procedures. Produces records of deposits and cash items to the State Treasurer. Coordinates student refunds for financial aid and other refunds/disbursements. Responsible for HigherOne processes regarding student refunds, reconciliations of general ledger accounts, etc. Responsible for student billing adjustments, resignation calculations, Title IV rebates to lenders, tuition rebates and questions/concerns from students regarding accounts, refunds, 1098-T tax information, etc. Oversees third party billing processes. Produces billing statements to students in the fall, spring, and summer semesters. Maintains student fee tables, date tables and student receipt detail codes for student accounts receivable system. Performs research and prepares analytical reports, together with recommendations, on assigned subjects. Maintains information and keep up to date on set-up, implementation, and ongoing system maintenance of Banner Student A/R including campus-wide training, policies, procedures and user guides, etc. Perform other related duties as assigned.

**Other Specifications:** Communicate with other University departments, students and other agencies. Communicate with staff, students, faculty and employees. Must be able to use computer, including programs such as Microsoft Excel, Microsoft Word, etc.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**