



## Finance, Budget & Planning Job Family: **Bursar Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Assistant Bursar INDIVIDUAL CONTRIBUTOR	Associate Bursar INDIVIDUAL CONTRIBUTOR	Bursar MANAGEMENT
Responsible for accounting and reconciliation of bursar accounts and student loan repayment.	Manage the effective billing and collection of student loans for Ithaca and Weill Cornell Medical College complying with Federal regulations and statutes.	Direct and ensure the effective billing and collection of student receivables for Ithaca and student loan receivables for both Ithaca and Weill Cornell Medical College, ensuring compliance with Federal regulations and statutes.
Counsel/advise students, parents, and staff on confidential matters related to resolving problems with student accounts. Research problems related to student contracts, budgets, payments and late charges.	Resolve and counsel/advise students, parents, and staff on confidential and sensitive financial matters, related to student accounts and loans, financial aid, ability to pay and collection activities.	Resolve and counsel/advise students, parents, and staff on difficult and highly confidential and sensitive financial matters, related to student accounts and loans, financial aid, ability to pay and collection activities.
Oversee the reconciliation of specific department accounts.	Manage accounting functions; coordinate and management of all major program areas within the Bursar's Office.	Direct the management of all activities within the Bursar's Office including the cashiering operation, payments, department deposits etc.
Hire, train and evaluate staff on unit specific area; establish staff priorities and daily supervision and scheduling.	Provide guidance for department staff including performance management and staff development. Assist in the development and implementation of departmental policies and procedures.	Provide overall direction and guidance for department staff ensuring performance management and staff development priorities are met. Develop and implement departmental policies and procedures.
Coordinate with other university offices to organize and coordinate billing activity for activities and programs such as for registration, commencement and summer session.	With other university offices, plan and oversee billing activity for activities and programs for registration, commencement and summer session; resolve problems and ensure timeliness; recommend best practice.	Direct the billing activity for activities and programs for registration, commencement and summer session; evaluate process and implement best practice for continued enhancements.
Assist with information training.	Deliver informational training at parent and student education seminars and internal and external conferences.	Create, manage and advance training goals for outreach education, and internal and external conferences.

<b>Assistant Bursar INDIVIDUAL CONTRIBUTOR</b>	<b>Associate Bursar INDIVIDUAL CONTRIBUTOR</b>	<b>Bursar MANAGEMENT</b>
Work collaboratively with staff in offices throughout the university and serve as communication liaison to external organizations/agencies. May represent the University on various committees.	Establish relationships with other University office and external organizations/agencies to establish programs which achieve goals and objectives. Represent the University on various committees, locally at the University as well as at the state and federal level.	Establishes and maintains collaborative and effective working relationships with academic and administrative leaders throughout the university; Interact and advocate with internal and external constituencies. Represent the University on various committees, locally at the University as well as at the state and federal level.
	Assure adherence to university policy and state and federal laws.	University official responsible for compliance of university policies and state and federal laws.
Assist with analysis and management of data and preparation of reports for adherence to university policies as well as federal and state laws.	Provide leadership in analysis and preparation of reports and data; lead efforts to collect and analyze data requirements for adherence to university policies as well as federal and state laws.	University official responsible for compliant adherence to internal policies and protocols as well as federal and state laws; delegate, prepare and request internal and external data for reporting for final approval.
	Assist Bursar with financial costing and analysis on bursar related activities	Ensure the maximization of cash flow through billing and collection procedures; provide distribution of all income collected by the departments and establish long range planning.
Participate in the evaluation and implementation of unit specific systems; responsible for day-to-day implementation of new system procedures.	Oversee and/or participate in development, implementation and management of systems; lead efforts to integrate new technology; implement improvements in procedures and process.	Contribute on leadership committees to establish systems goals; identify conceptual and imaginative technology solutions to enhance business processes, procedure and delivery of data that support university's academic and administrative policies and delivery of services to students, faculty and staff.

**JOB FACTOR PROFILE TABLE**

<b>FACTOR PROFILE</b>	<b>10075 ASSISTANT BURSAR, BAND F</b>	<b>10057 ASSOCIATE BURSAR, BAND G</b>	<b>10119 BURSAR, BAND H</b>
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent	Master's degree or equivalent; 7 but less than 10 years of experience or equivalent
<b>IMPACT</b>	Moderate impact	Substantial impact	Significant impact
<b>CONTACTS - INSIDE</b>	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Coordinate major activities May involve sensitive situations
<b>CONTACTS - OUTSIDE</b>	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position
<b>CONTACTS - STUDENTS</b>	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

<b>FACTOR PROFILE</b>	<b>10075 ASSISTANT BURSAR, BAND F</b>	<b>10057 ASSOCIATE BURSAR, BAND G</b>	<b>10119 BURSAR, BAND H</b>
<b>SUPERVISION</b>	Provide day-to-day supervisory direction to employees within the department	Responsible for providing supervisory direction to other supervisors	Responsible for providing supervisory direction to other managers
<b>COMPLEXITY</b>	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
<b>EFFECT OF DECISION MAKING</b>	Directly affect several departments Significant effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect more than one college, school, administrative unit
<b>FREEDOM OF ACTION</b>	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>WORKING CONDITIONS</b>	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required