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.

**GENERIC JOB PROFILE SUMMARIES**

<table>
<thead>
<tr>
<th>PAY BAND: F</th>
<th>PAY BAND: G</th>
<th>PAY BAND: H</th>
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<tbody>
<tr>
<td>INDIVIDUAL CONTRIBUTOR</td>
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<td>MANAGEMENT</td>
</tr>
<tr>
<td>Assistant Bursar - 10075</td>
<td>Associate Bursar - 10057</td>
<td>Bursar - 10119</td>
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**PAY BAND: F**

**INDIVIDUAL CONTRIBUTOR**

**Assistant Bursar - 10075**

- Responsible for accounting and reconciliation of bursar accounts and student loan repayment.

**PAY BAND: G**

**INDIVIDUAL CONTRIBUTOR**

**Associate Bursar - 10057**

- Manage the effective billing and collection of student loans for Ithaca and Weill Cornell Medical College complying with Federal regulations and statutes.

**PAY BAND: H**

**MANAGEMENT**

**Bursar - 10119**

- 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.**

- 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.

**Oversee the reconciliation of specific department accounts.**

- Oversee the reconciliation of specific department accounts.

**Hire, train, and evaluate staff on unit specific area; establish staff priorities and daily supervision and scheduling.**

- Hire, train, and evaluate staff on unit specific area; establish staff priorities and daily supervision and scheduling.

**Coordinate with other university offices to organize and coordinate billing activity for activities and programs such as registration, commencement, and summer session.**

- Coordinate with other university offices to organize and coordinate billing activity for activities and programs such as registration, commencement, and summer session.

**Assist with information training.**

- Assist with information training.

**PAY BAND: G**

**INDIVIDUAL CONTRIBUTOR**

**Associate Bursar - 10057**

- 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.

**PAY BAND: H**

**MANAGEMENT**

**Bursar - 10119**

- 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.

**Resolve and counsel/advise students, parents, and staff on confidential matters related to student accounts and loans.**

- Resolve and counsel/advise students, parents, and staff on confidential matters related to student accounts and loans.

**Manage accounting functions; coordinate and management of all major program areas within the Bursar’s Office.**

- 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.**

- Direct the management of all activities within the Bursar’s Office including the cashiering operation, payments, department deposits etc.

**Provide guidance for department staff including performance management and staff development. Assist in the development and implementation of departmental policies and procedures.**

- 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.**

- Provide overall direction and guidance for department staff ensuring performance management and staff development priorities are met. Develop and implement departmental policies and procedures.

**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.**

- 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.**

- Direct the billing activity for activities and programs for registration, commencement, and summer session; evaluate process and implement best practice for continued enhancements.

**Deliver informational training at parent and student education seminars and internal and external conferences.**

- 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.**

- Create, manage and advance training goals for outreach education, and internal and external conferences.
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**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.**
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<th>BURSAR</th>
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<tr>
<td>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</td>
<td>Bachelor’s degree or equivalent; 2 but less than 3 years of experience or equivalent</td>
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<td>Master’s degree or equivalent; 7 but less than 10 years of experience or equivalent</td>
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<tr>
<td>IMPACT</td>
<td>Moderate impact</td>
<td>Substantial impact</td>
<td>Significant impact</td>
</tr>
<tr>
<td>CONTACTS - INSIDE</td>
<td>Provide guidance, Coordinate activities</td>
<td>Provide guidance, Coordinate activities</td>
<td>Coordinate major activities, May involve sensitive situations</td>
</tr>
<tr>
<td>CONTACTS - OUTSIDE</td>
<td>Provide and/or receive guidance, advice or information that must be analyzed and developed by the position</td>
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</tr>
<tr>
<td>CONTACTS - STUDENTS</td>
<td>Frequent contact dealing with highly sensitive matters</td>
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<tr>
<td>SUPERVISION</td>
<td>Provide day-to-day supervisory direction to employees within the department</td>
<td>Responsible for providing supervisory direction to other supervisors</td>
<td>Responsible for providing supervisory direction to other managers</td>
</tr>
<tr>
<td>COMPLEXITY</td>
<td>Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment</td>
<td>Occasionally required to develop new innovative solutions, services, products, processes, &amp; programs. Work requires sophisticated reasoning skills</td>
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<td>LEVEL OF DECISION MAKING</td>
<td>Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students</td>
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<td>Responsible for making decisions concerning policy-setting, research, planning or students</td>
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<td>EFFECT OF DECISION MAKING</td>
<td>Directly affect several departments</td>
<td>Directly affect entire college or school administrative unit</td>
<td>Directly affect more than one college, school, administrative unit</td>
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<td>FREEDOM OF ACTION</td>
<td>General supervision Some interpretation of established work policies and procedures is required</td>
<td>Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
<td>Little direct supervision Considerable latitude for exercising judgment and self-direction</td>
</tr>
<tr>
<td>WORKING CONDITIONS</td>
<td>Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required</td>
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