



ANNOUNCEMENT OF POSITION VACANCY ASSISTANT BURSAR AND MANAGER OF STUDENT ACCOUNT SYSTEMS

SUMMARY: Reporting to the Bursar, the Assistant Bursar and Manager of Student Account Systems facilitates the creation, billing and payments for contracts between Colorado Mesa University and its students, the Foundation, and third-party sponsors. This position oversees accounting systems used by Student Accounts for daily operations by coordinating third party billings, researching and entering charges on student accounts, receipting deposits and payments from students and various organizations, and by communicating account information to authorized organizations and individuals by email, in person and by phone.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

ACCOUNTING SYSTEM RESPONSIBILITIES

- Monitor and update the TouchNet accounting system to maintain smooth operations for students, departments, and accounting purposes.
- As the expert user for all TouchNet modules (Payment Gateway, Bill+Payment, Marketplace, and Cashiering), this incumbent is the “go to” person for questions and training for all campus departments using the system. Using independent judgement, determines how to setup new stores and products and works with campus users to help them solve problems and understand the system.
- Ensure TouchNet system is up-to-date by testing new features in the test system to ensure accurate implementation into production.
- Manage the ePAY student portal and implement enhancements to make the portal more understandable and user-friendly for students and parents.
- Develop and implement new user training and standard training sessions for all TouchNet user roles.
- Identify and propose implementation of unused TouchNet features after performing best-practice research and analysis of features that would improve student services efforts.
- Implement new TouchNet features into production to improve efficiency for departments and increase customer service for students. Take the initiative to collaborate with IT, TouchNet, and various department users in order to accomplish this goal.
- Research discrepancies between the accounting systems and bank deposits. Responsible for finding solutions, developing and implementing processes to avoid discrepancies.
- Oversee daily accounting related integration and feeds between Banner/Touchnet/Department Software (ex. university event tickets, Adirondack, MAVcard, Booklog, etc).
- Complete daily operational tasks within TouchNet such as performing ACH file uploads and verifying that transactions have processed through all appropriate systems.
- Create and document operating procedures for the TouchNet modules for specific processes used by the department.
- Develop new and manage active TouchNet Marketplace on-line stores, which entails assisting other campus departments that use this system by training system users, researching changes and/or updates, and utilizing system optimization.
- Monitor TouchNet dashboard, analyze merchant data, create reports for management, and make recommendations of operational and system improvements.
- Supervise the student employees in Student Accounts by scheduling, providing time-sheet approvals, training, daily monitoring of their activities and accuracy, and managing personnel issues.
- Other related duties may be assigned.

STUDENT ACCOUNTS RESPONSIBILITIES:

- Complete daily reconciliation of electronic payments between TouchNet and Banner by transmitting ACH files from TouchNet to the bank, and balancing the funds in Banner.
- Manage specialized student programs with external partners including account accuracy, contractual compliance, billing, and reconciliation for programs such as Veterans, Online RN2BSN, CU-CMU Partnership, and high school consortiums, among others.
- Design and oversee communications sent to students on behalf of Student Accounts.
- Manage all third party contracts related to student accounts. Includes getting contract terms from sponsors and entering agreements in Banner. Acts as the liaison between the university, community and agency sponsors, and students. Responsibilities include advising students about the impacts and restrictions of the benefits, adjusting individual student accounts, and ensuring third party bills are accurate and billed in a timely manner.
- Provide assistance during each semester's term planning process by performing tasks including, but not limited to, making calendar decisions based on the timing of other activities, leading the audit of tuition and fees, and verifying differential tuitions of various programs are accurate.
- Set up and manage current and delinquent student payment plans.
- Act as the designated Cognos report writer for Student Accounts and use analytical skills to create standard and adhoc reports for department users and management.
- Act as a backup for Bursar for treasury bank reconciliations, daily cashier closing activities, and other critical functions.
- Maintain office procedure manuals related to this position and propose process enhancements to improve efficiency and customer service.
- Supervise the student employees in Student Accounts by scheduling, providing time-sheet approvals, training, daily monitoring of their activities and accuracy, and managing personnel issues.
- Other related duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree in accounting or business administration OR a Bachelor's degree in any field plus three years of related work experience is required. A Bachelor's degree in accounting is preferred. Degree must be from an accredited institution. Excellent oral, written, interpersonal, organizational and problem-solving skills are required. In addition, the successful candidate must have a customer services focus and be an innovative leader with a collaborative style that encourages teamwork and cooperation.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 23, 2017.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Asst. Bursar and Manager of Student Account Systems Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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