

**PERALTA COMMUNITY COLLEGE DISTRICT - May, 2000**

**CLASSIFIED JOB DESCRIPTION**

**BURSAR  
(SEIU Local 1021 Salary Range 66)  
Job Code: 033**

**CLASS PURPOSE**

Under general supervision, performs technical and para-professional work in maintaining a variety of financial records and collecting revenues.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Supervises, trains and coordinates the work of the Bursar's office staff.
- Performs a variety of responsible and technical accounting, fiscal and budgetary work.
- Maintains ledgers and journals and a variety of financial records.
- Posts and adjusts account.
- Assumes responsibility for collection and maintenance of records of a variety of revenues and fees, such as for transcripts, vending, science breakage, library fines, tuition, shop supplies, collection of registration fees, parking permit fees, credit card charges and registration refunds.
- Prepares and disburses checks, and maintains records, for loans, grants, and scholarships.
- Explains to students receiving loans their rights and obligations.
- Receives and maintains records on repayments of loans.
- Receives and counts cash, and reconciles bank statements.
- Assists in developing and implementing financial data reporting systems.
- Issues all payroll and student financial aid checks.
- Acts as liaison in coordinating Student Assistance Financial Evaluation.
- Assembles data and prepares requested budget status reports.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Four years of experience in the preparation and maintenance of accounting and budgetary records; including six months experience in the receipting of funds; or any combination of training and experience that could likely provide the desired knowledge and abilities.

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2. Possess demonstrated proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g. MS Office Suite: MS Word, Excel and Access), the Internet browser, websites and E-mail.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Accounting and financial record-keeping principles and procedures;
  - Office methods and equipment;
  - Principles and techniques of budgetary and fiscal analysis.
  
- Ability to:
  - Coordinate and maintain an accounting system for financial control of funds held in trust or collected by a large college;
  - Analyze accounting data, and prepare financial statements and reports;
  - Maintain journals and ledgers;
  - Operate standard office machines, including typewriter and calculator;
  - Use proper English and compose correspondence;
  - Train and supervise personnel;
  - Establish and maintain cooperative working relationships with those contacted in the work;
  - Perform difficult accounting, fiscal and budgetary analysis and record-keeping work.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity

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- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A