

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Bursar  
Business Office  
Regular Full-Time Position  
Position Number 532200**

**General Description**

The Bursar reports to the Assistant Vice President for Finance and is responsible for the overall management of cashiering, accounts receivables and Perkins Loan functions.

**Primary Duties and Responsibilities**

- Supervise and direct the collection and recording of all incoming funds.
- Provide supervision, instruction, guidelines and procedures for cashiers who receive and record revenue and payments on accounts.
- Supervise the collection of registration payments.
- Supervise and direct the areas of loans, financial aid disbursement, student receivables and return checks; work closely with supervisor and manager for student receivables and student loans on special problems, project implementation, guidelines, decision-making, training and other unforeseen items.
- Provide guidance, investigate errors and assist in resolving and/or resolves problems in daily reconciliation of Banner A/R, Finance, credit card payments and various clearing accounts.
- Maintain accounts for student-related income, deposit receivables and student loan funds.
- Prepare budget estimates and revisions for various registration-related income accounts.
- Develop detail codes, funds, tables and accounting rules for data systems for correct automated accounting entries for transactions generated from Banner Student and Accounts Receivable.
- Maintain system historical records and source documents on student fees, charges, deposits and receivables for support and review with students, departments, internal auditors and state audit teams
- Develop daily and monthly reconciliation procedures and programs between AR and Finance, help to resolve and correct any unusual problems if systems are out of balance.
- Prepare year-end closing and reversing entries for deferral of student fees and dorm revenue, deposit accounts, allowance for uncollectible accounts, other student accounts and scholarship allowance computation required by GASB.
- Prepare necessary reports, schedules and footnotes required for fiscal year-end financial statements.
- Maintain fund for mandatory freshmen board plans deposits, pay food service invoices; reconcile account at end of each term.
- Perform fee assessment, billing, fee payment and class purges for registration process.
- Prepare text for fee payment, confirmation and financial aid disbursement instructions for class schedule publication; prepare revisions to University student catalogs and class schedule on fees and refunds.
- Provide information (dates, fees and instructions) to update and maintain Bursar's webpage each term.
- Determine dates for fee payment deadlines, financial aid disbursement refunds, non-payment/non-confirmed student purges, direct deposit, tuition calculation and registration billing.
- Prepare and maintain on-line rate table (Banner) to access all student tuition and registration fees each term; make changes to tuition calculation as needed by modifications and TOS's.

### **Primary Duties and Responsibilities continued**

- Determine schedule and prepare program parameters to run registration bill/class schedules, monthly deferred payment plan bills, tuition calculation, program to offer and accept deferred payment plan, program to set paid flag, feeds for dormitory pre-paid rent and registration purge program.
- Review reconciliation of registration and credit card clearing accounts as needed.
- Develop new registration procedures and systems and/or make changes as needed to adjust for enrollment increases, changing federal financial aid regulations, provide improved services and increase efficiency.
- Answer questions, provide assistance and resolve problems for students, parents, banks, student loan borrowers and university personnel.
- Review computer programs and reports related to areas of responsibility; prepare specifications for requests for new programs, modifications /updates/correction of problems or discrepancies of existing programs; test as needed.
- Perform other job-related duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to analyze and solve problems, evaluate situations and make sound decisions.
- Knowledge of accounts receivables, collections and cashing areas.
- Knowledge of specific financial aid requirements.
- Knowledge of Tax Payer Relief Act of 1997 and requirements of 1098T forms.
- Knowledge of generally accepted accounting principles and higher education accounting principles as promulgated by the AICPA and NACUBO with special emphasis on income, A/R, deposit and loan accounts.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to analyze problems in computer applications and implement procedures to resolve problems.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Knowledge of university and TBR policies and procedures.
- Knowledge of proper reconciliation procedures and applicable federal and state laws.

### **Required Minimum Qualifications**

- Bachelor's degree in business or related field.
- A minimum of five years experience in a responsible accounting or related position.
- A background and credit history check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Masters degree in business or related field.
- CPA.
- Previous higher education experience.
- Knowledge and experience using Sungard SCT Banner software.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**