

The University of Texas at San Antonio

Job Description

Job Title: Assistant Bursar
Code: 19186
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Fiscal Services
Reports To: Associate Bursar

Summary

<u>Function:</u>	To provide leadership and ensure excellent service to the University community in the receipt, disbursement and recording of funds for University and student accounts.
<u>Scope:</u>	Responsible for managing, ensuring quality customer service, and providing training and guidance to Fiscal Accounts Specialists.

Duties

- | |
|--|
| <ul style="list-style-type: none">• <u>Typical:</u><ol style="list-style-type: none">1. Provides direct supervision to Fiscal Account Specialists.2. Monitors and evaluates quality of service provided to customers; coordinates with the Associate Bursar to identify and address areas in need of improvement.3. Manages the accuracy of transactions processed by the Fiscal Services office.4. Acts as a liaison with students and university departments regarding deposits, research, and other administrative issues.5. Daily review and reply to issues submitted via the Fiscal Services email inbox.6. Daily collection, review, and reconciling of electronic payment reports, including Banner and vendor online reports.7. Monthly review and reconciling of electronic payment gateways for e-check and credit card, and various department Monthly Financial reports.8. Performs daily scanning of checks to the ITMS website for deposit to JPMorgan Chase account.9. Plans and schedules workload and coverage times for customer service windows as well as internal rotating assignments.10. Performs bi-weekly or as needed balancing of the vault and petty cash documents. Enters online cash orders to replenish on-hand vault cash.11. Pro card custodian for office, including ordering supplies and processing monthly journal entries. |
|--|

<p>12. Acts as backup for Fiscal Accounts Specialists, exemption processing and various back office duties.</p> <p>13. Prepares reports and correspondence for management.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Coordinates and completes special projects as needed. 2. Performs annual evaluations of assigned FAS staff. 3. Performs research and interviewing of potential new Fiscal Services employees collected from the UTSA STARS system. 4. Provides training and guidance for the FAS staff. 5. Backup to Associate Bursar, as needed.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	n/a

Other Requirements

Required	Preferred
n/a	n/a

Experience

Required	Preferred
Two years of customer service and cash handling experience in a large volume operation, including large cash vault handling experience.	2 years supervisory experience
1 year supervisory experience.	

Equipment

Required	Preferred
Demonstrated knowledge of Microsoft Office software. Personal computer, adding machine, and standard office equipment.	Knowledge of Banner and PeopleSoft computer systems.

Working Conditions

Usual	Special
Normal office conditions.	May require overtime and/or extended hours during peak times of year.

Supervision

Received	Given
-----------------	--------------

General supervision from Associate Bursar.	Direct supervision of assigned staff.
--	---------------------------------------

Accuracy

Extreme accuracy in counting money, posting transactions, and maintaining records.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.