



**POSITION POSTING**

**March 9, 2021**

**POSITION TITLE:**  
**DIVISION:**

**Assistant Bursar**  
**Finance & Administration**

**OCCUPATIONAL SUMMARY**

Reporting to the Bursar, the Assistant Bursar is responsible to provide assistance in the management and oversight of the institution's Bursar Office and associated functions as directed in support of the University's mission and to integrate related student account information with the academic programs of the University.

This position does not supervise others.

**ESSENTIAL JOB FUNCTIONS**

1. Assists with services to support the Bursar Office processes.
2. Reviews and updates the students accounts in CAMS for authorization of billing statements from registration.
3. Follows and applies federal laws and regulations; college policies and regulations and state regulations relating to the disbursement of student financial aid funds and disbursement checks.
4. Confers with the Financial Aid Department for Federal Return of Title IV Funds calculations.
5. Prepares drawdown and reconciliation of financial aid funds.
6. Invoices and collects funds for student payment of tuition, books and fees through government and external funding sources.
7. Approves financial clearance for students to register and receive official documents such as transcripts and diplomas.
8. Tracks payment plans and process student refunds.
9. Performs cashiering duties related to payment plans and issues stop payment orders for disbursement checks as required.
10. Manages Bursar office operations and serves as Acting Bursar during absences of the Bursar and/or as directed.
11. Maintain all financial files in the Bursar office and verify that they comply with financial policies and procedures.
12. Maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
13. Operates effectively within established budgetary guidelines.
14. Prepares required reports.
15. Represents institution at functions upon request.
16. Serves on administrative committees as assigned.
17. Performs other duties as required.

**MINIMUM REQUIREMENTS**

1. Bachelor's degree from an accredited college or university in business, finance, or related field.
2. Related work experience in a university bursar, registrar or related office assisting in daily office responsibilities.
3. Impeccable judgment and integrity.
4. Ability to maintain a high level of confidentiality and treat confidential matters with tact and discretion.
5. Ability to maintain a high level of accuracy and attention to detail along with the ability to multi-task.
6. Ability to relate effectively with multiple constituencies.
7. Exceptional interpersonal and problem-solving skills.



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**APPLICATION PROCESS**

This position is full-time. Location-based in Indianapolis, Indiana

Interested persons may apply by submitting a resume and contact information to:

**Martin University**  
**Office of Human Resources**  
**2186 N Sherman Drive**  
**Indianapolis, IN 46218**  
**Email: [hresources@martin.edu](mailto:hresources@martin.edu)**  
**Facsimile: (317) 917-3393**

This position is open until filled.