

**Position:** Director of Student Financial Services

**Department:** Bursar

**Reports to:** Vice President for Financial Affairs.

**Job Summary:** Responsible for ensuring the integrity, accuracy, confidentiality and maintenance of student financial records in compliance with all state, accrediting and federal regulations. Respond to all inquiries during internal and external audits and to accreditation bodies. Manage tuition, billing, revenue recognition, bank deposits, cash receipts and the student refunds process. Oversee the accounts receivable portfolio of active and inactive students. Periodically review student records to ensure files contain current and accurate student data. Develop custom payment plans for students that take into account the students and families ability to pay tuition and fees. Requires superior customer service skills during frequent interactions with students and families with limited financial resources. Provides departmental leadership and guidance while managing Bursar department personnel. Consistently demonstrates a high degree of ethics, integrity and honesty.

**Duties and Responsibilities:**

- Manage the process of billing, collections, and loan disbursement activities.
- Perform daily, weekly, and monthly accounts receivable, cash receipt, and student refund reconciliations with the Touchnet billing system.
- Counsel students and parents regarding accounts receivable, financial planning, aid eligibility, and ensure that all students (new, re-admits, and continuing) are fully aware of their financial obligations, as well as the appropriate financial resources and options available to them.
- Introduce and maintain solutions to improve the effectiveness and efficiency of the Bursar office. This includes, but is not limited to, developing plans to streamline processes.
- Ensure that all federal, state, and other reporting requirements are completed timely, including the A133 audit, FISAP, and other mandatory filings.
- Represent the College on federal, state, NCAA, and institutional committees; and in coordination with other Financial Affairs personnel, serve as a point of contact for independent auditors.
- Hire, train, supervise, and provide leadership to Bursar office personnel.
- Perform all other duties and projects as assigned.

**Qualifications:**

- Bachelor's degree in Accounting or Management field. Master's degree preferred.
- Minimum of 5 years of experience in a Bursar office setting with extensive knowledge of Title IV cash management regulations, administering federal and state aid programs, and an understanding of NCAA regulations.
- Superior customer service skills, particularly interacting with students and families, many of whom with limited financial resources.

- Excellent project management skills; including planning, establishment of objectives, procedures and standards in order to develop and maintain records in a clear and logical manner.
- Excellent management and supervisory skills that include hiring, training, evaluating, motivating, coaching and developing staff.
- Must possess the analytical skills to gather and evaluate data from a variety of sources, draw conclusions, and make recommendations.
- Demonstrate a high degree of ethics, integrity, honesty and respect for confidential information.
- Ability to work effectively in a collegial environment.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).