WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the mission.

SUMMARY

UD is currently seeking a Director of Student Accounting & Bursar (“Bursar”) responsible for supervising the day-to-day operation of the Bursar’s Officer, including overseeing Student Accounts Receivable. Ensures tuition and fees are assessed in accordance with University policy, billing and collection of tuition and fees are completed professionally, accurately, and efficiently. Manages and maintains control over the collection and deposit of funds handled by cashier for tuition, fees and miscellaneous deposits.

PRIMARY RESPONSIBILITIES

- Oversee Bursar functions, including billing and receivables, verification and reconciliation of daily receipts, summary reports, balancing integrated and linked modules, cash receipt transactions, student account and billing (including third-party billing), and balancing of property deposits.
- Manage the Perkins Federal Loan Program and ensures the timely collection of Perkins Loans and all other institutional loan programs.
- Manage the receivables work group in the finance office and supervise all registrations.
- Preparation of promissory notes, coordination with third-party servicers, assignment to collection agencies and the Department of Education, exit counseling, and reconciliation work.
- Assist the general ledger accountant, the Associate Director, and the Director of Finance with periodic audits and compliance reviews.
- Preparation of software for registration, rule building, 1042, 1098-T etc. Troubleshoots all software issues with student accounting software vendor (Ellucian Banner).
- Prepare the university tuition and fee schedule in coordination with university leadership and published schedule before student registration.
- Serve as liaison between students, parents, and various departments across the University community regarding student account-related questions, processes, and procedures.
MINIMUM REQUIREMENTS

- Bachelor’s degree (Finance or Accounting preferred)
- Five (5) years of accounting experience preferably in higher education or a related organization.
- Two years of accounting experience and an Associate’s degree may be substituted for a Bachelor’s degree.
- A minimum of two years of student accounting experience are required.
- Computer skills required include e-presentation skills, MS Word, Excel and other financial aid and banking computer systems.

PREFERRED QUALIFICATIONS

- Supervising, coaching, and developing staff experience preferred.
- Previous Bursar experience preferred.
- Knowledge of Ellucian Banner and Transact software products, preferred.

ADDITIONAL INFORMATION

- Managerial knowledge of university financial accounting, specifically cash and electronic receipting systems.
- Knowledge of financial aid such as Direct Student and Parent Loans, Pell Grants, Perkins Loan, etc., necessary when counseling students and parents regarding student accounts.
- Knowledgeable of accounts receivable management, delinquency management, and bad debt recovery processes.
- Knowledgeable of collection techniques and be able to maintain a proper balance between assertive and sensitive collection techniques toward recovering the highest percentage of delinquent receivables.
- Strong leadership and teamwork abilities are required as well as the ability to meet deadlines.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/.

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.