

## Position Description

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| <b>Title:</b>             | Bursar   |
| <b>Department:</b>        | Business and Finance Office                                      |
| <b>Reports To:</b>        | Associate Vice President of Finance and Controller               |
| <b>Internal Contacts:</b> | Students, Registrar, Financial Aid, Student Affairs, IT, Faculty |
| <b>External Contacts:</b> | Parents, Vendors   |
| <b>Employment Status:</b> | Full-Time, Exempt  |
| <b>Salary Range:</b>      | \$105,000 - \$112,000  |

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Manhattan School of Music is deeply committed to excellence in education, performance, and creative activity; to the humanity of the School's environment; and to the cultural enrichment of the larger community. A premier international conservatory, MSM inspires and empowers highly talented individuals to realize their potential. The Bursar's Office is seeking a highly motivated and skilled individual with excellent customer service and technology skills and federal Title IV compliance knowledge to fill the full-time Bursar position.

### **Domains:**

- Direct and manage all aspects of student accounts receivables for both College and Precollege Divisions, ensuring compliance with federal regulations and statutes.
- Provide overall direction and guidance for department staff, ensuring performance management and staff development priorities are met.
- Develop and implement policies and procedures relevant to the efficient operation of the Bursar's Office, particularly in the area of student accounts.
- Resolve and counsel/advise students, parents, and staff on difficult and highly confidential and sensitive financial matters related to student accounts, financial aid, and collection activities.
- Direct the management of all activities related to college accounting systems for student accounts and other financial functions. Assist department staff with billing preparation while meeting deadlines and adhering to school policies and procedures.
- Manage activities related to financial aid applications to accounts, and refund check disbursement.
- Manage activities for 1098-T reporting in compliance with the U.S. Department of Education and Internal Revenue Service policies, meeting all deadlines.
- Oversee all operations relating to the collection of student accounts receivables through outside collection activities.
- Manage and maintain records on all student accounts analysis and all activities that affect these accounts, as well as monthly reconciliations of various accounts.
- Establish and maintain collaborative and effective working relationships with offices of Financial Aid, IT, Registrar, and Student Affairs in executing school policies and procedures, and serve on various standing committees.
- Perform other duties as assigned.

- Required to work some Student Service Saturdays, evenings, and General Registration periods.

**Job Requirements:**

- Bachelor's degree or higher in Accounting or Finance is required. Must have good understanding of GAAP.
- Minimum 6 years experience in combined business office and public accounting; experience working in a college environment preferable.
- Demonstrated ability to coordinate strategic initiatives with other departments and to assess institutional effectiveness.
- Knowledge of Jenzabar ERP and other related student accounting systems is a plus.
- Must have the ability to multi-task and meet deadlines.
- Strong understanding of accounting principles.
- Demonstrated knowledge of collection laws.
- Ability to handle extremely sensitive and confidential matters discreetly.
- Demonstrated experience with working with diverse student populations.
- Ability to work independently in meeting critical deadlines within the department.
- Able to research problems and develop solutions with minimal guidance.
- Advanced user of MS products such as Excel, Word, and PowerPoint.
- Good organizational skills.
- Ability to work as part of a team with a flexible attitude.
- Demonstrated ability to cultivate positive relationships with students, authorized payers, and organizations, as well as communicating clearly and accurately to others in person, on the telephone, letter writing, emails, etc., while exercising tact, excellent customer service skills, patience and discretion.

**Contact Information:**

Send letter of application and résumé including three references to:

Email: [recruitfin@msmny.edu](mailto:recruitfin@msmny.edu)

Subject Line: "Bursar"

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.