

Bursar's Office Representative Tufts University

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Posted Nov. 21, 2024, set to expire Apr. 5, 2025

Job Title	Bursar's Office Representative
Department	Bursar's Office
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/21163?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The University Bursar's Office has oversight of all financial records and transactions for all current and former students. The Office is responsible for timely and accurate billing, collection, and accounting for all student related revenues, payments, and receivables; receipt of all student loan disbursements and issuance of student refund checks in compliance with Title IV Cash Management regulations; maintenance of student receivables and bad debt reserves at predetermined levels of acceptability. The Bursar's Office establishes, maintains and publishes student financial policy; reconciles all related P/S accounts; manages MBTA monthly and semester pass programs; processes departmental cash receipts, petty cash payments, and research study vouchers. The University Bursar's Office is committed to providing a high level of customer service for student, parent, and staff customers in executing the above responsibilities.

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What You'll Do

The Bursar's Office Representative job involves processing student and third-party payments as well as departmental deposits on the Medford campus. This includes checks, cash, and wire transfers. The position also researches inquiries from departments concerning their deposits to their General Ledger accounts and from students regarding their payments and student account.

What We're Looking For

Basic Requirements:

- High School diploma required.
- 1 to 3 years' experience in Cashiering required.
- Good customer service.
- Excel and word skills.
- Priority-setting skills.
- Experience with ERP systems.

Preferred Qualifications:

- 3 to 5 years experience preferred in higher education Cashiering.

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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