

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **BURSAR TECHNICIAN**

#### **BASIC FUNCTION**

Under the direction of the assigned supervisor, perform specialized duties in the processing of financial documents in regards to the collection and disbursement of monies. Emphasis is placed on accuracy in handling cash and other monetary instruments as well as on performance of clerical or other incidental duties related to the job.

#### **REPRESENTATIVE DUTIES**

1. Communicate in person, online and on the telephone with students, faculty, staff and the public regarding the collection of monies. Work the front line counter, receive payments and deposits, and issue cash refunds. *E*
2. Follow District policies, regulations, and procedures and assist in the development and implementation of improved Bursar procedures, including assisting with audit requests specific to operations in the Bursar's office. *E*
3. Perform established procedures for receipt and deposit of District funds including receiving, analyzing, and assisting in researching all incoming checks to ensure posting within appropriate timelines.
4. Reconcile and maintain individual cash drawer, assist in collecting and replenishing cash from various coin and other machines throughout campus, in compliance with cash handling requirements.
5. Process and post credit card payments, review and analyze credit card transactions, reconcile with reports from various campuses, and monitor web credit card payments. *E*
6. Process a variety of financial information and input data regarding assigned accounts. Gather, assemble, tabulate, proof, extend, verify, balance, summarize, and post fiscal data to appropriate accounts. Prepare and reconcile various documents and reports, including verification of appropriate audit documentation. *E*
7. Verify deposits and related documentation to ensure accuracy; assist with account codes, descriptions, effective dates, amounts, and similar accounting duties. Prepare deposits for armored transport.
8. Reconcile accounts and daily reports as assigned. Issue notifications and collect on bank returned checks. *E*
9. Perform duties associated with parking including processing and maintaining records and documents; disseminate information to the public, students and staff regarding policies and procedures. Receive forms and review for accuracy, completeness and conformance to applicable rules and regulations, receive payments for and issue parking permits. Record permits and maintain database. *E*
10. Assist with processing parking citations, receive contest forms, adjust fees, and forward complaints to Public Safety. Analyze and resolve account discrepancies, verify information submitted by the individual, compose correspondence. *E*
11. Research, process and maintain student records including address, telephone or other changes; update student database and verify accuracy; notify students and file documentation. *E*
12. Review student data records and communicate with students and other departments, including but not limited to Admissions and Records and Financial Aid, for information relative to student accounts.
13. Distribute Payroll checks, Student Financial Aid checks, checks for Athletics, and cash boxes for events. *E*
14. Operate a variety of office machines and equipment including a computer and related software applications, copier, calculator and other equipment.. *E*
15. Attend a variety of meetings and trainings as assigned.

16. Assist in the training of student workers; provide work direction and guidance; assign and monitor work.
17. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge Of:** Methods, procedures and terminology used in clerical, cash handling and accounting functions; alpha and numeric filing systems; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and assigned software including calendaring, email, word processing, database management, spreadsheets, and email; telephone techniques and etiquette; interpersonal skills using tact patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.

**Ability To:** Perform various accounting clerical duties in support of the accounting department; operate a computer, 10 key calculator, and other office equipment; perform data entry accurately; maintain assigned records and files; detailed oriented; prioritize, multi-task, and schedule work; understand and work within scope of authority; maintain a calm and professional demeanor in difficult situations, establish and maintain cooperative and effective working relationships with others with a diverse office and campus setting; communicate effectively both orally and in writing to exchange information in person and on the telephone; learn, interpret and communicate policies, guidelines, regulations and laws; work confidentially with discretion; sit or stand for extended periods of time; bend at the waist, kneel or crouch. Ability to lift or carry 30 lbs.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by at least twelve units of college-level course work with a grade of "C" or better in accounting, finance, business, or related field and three (3) years of increasingly responsible office clerical and cash handling experience.

**WORKING CONDITIONS**

**Environment:** Busy and diverse office environment. Constant interruptions. Contact with dissatisfied individuals.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

RANGE 9

Approved 5/10, 9/20/2019

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