

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: May 27, 2020 Department: Comptroller's Office

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: Vacant until filled Date position to be filled: ASAP

Position Title: Bursar Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: \$50,000 to \$57,000

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code: _____
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Shawn M. Charles Telephone No: (504) 286-5348

Contact Email Address: scharles@suno.edu@suno.edu

Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

Southern University at New Orleans is seeking a highly skilled and motivated individual to serve as the University Bursar in the Comptroller's Office. The Bursar will manage all aspects of Student Accounts Receivable, Cashiering, Deposits, and Collections included but not limited to tuition & fee assessment, billing & receivables, payment plans, CashNet online payment, student refunds, petty cash & change suspense, and all student inquiries or issues.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

The position requires at least five to ten years of experience in Higher Education Accounting and Finance. Prior experience with Banner Student and BANNER Finance is strongly preferred. Applicant must be able to assimilate and organize a wide range of accounting and administrative tasks, meet deadlines, work independently, and prioritize job duties. Demonstrated customer service skills and excellent interpersonal skills are needed along with the ability to communicate effectively, both verbally and in writing. The ideal applicant must be able to manage the Student Accounts Receivable Division all while working as a member of a team.

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

Interest applicants should submit a cover letter, a resume, and three references to Southern University at New Orleans, Attention: Comptroller's Office, scharles@suno.edu

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.