BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Accounting Assistant - Bursar

DEPARTMENT: Finance

FUNCTION: Reconciles general and subsidiary ledgers, cash receipts and accounts receivable, accounts payable, grants, cash disbursements (expenditures, student refunds, etc.) and payroll. Provides general administrative support for the department.

REPORTS TO: Managing Director of Financial Operations and Student Assistance

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Operates cash register and prepares daily bank deposits, cash summaries and journal entries.
2. Verifies transfers and totals for monthly expenses in all accounts and prepares journal entries as appropriate.
3. Performs account analysis and maintenance and assists with preparation and reconciliation of 1098/1099’s on a yearly basis.
4. Creates invoices and collects payments for College facilities’ rentals.
5. Assists students with resolving billing problems and related matters. Payment plan processes.
6. Prepares bank reconciliations for the College and Foundation.
7. Prepares schedules and provides assistance for the annual audit.
8. Coordinates vendor payments and resolves discrepancies.
9. Reconciles general ledger accounts.
10. Provides general office support and orders office supplies.
11. Answers phones, handles inquiries, resolves discrepancies.
13. Performs additional tasks or duties as assigned by management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic to intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning
• Experience with Ellucian Colleague, preferred

**Education:** Associates Degree in Business or Accounting; or a minimum of 2 years of related experience in multiple areas of Accounting (Accounts Receivable and General Accounting) or a minimum of 3 years of experience as a full charge bookkeeper or staff accountant.

**Experience:** see above

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________ Date: ____________
Name/Title

Approved by: __________________________ Date: ____________
Name/Title

Reviewed by: __________________________ Date: ____________
Human Resources

Board Approval: _________________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE.