



## **Position Description for Bursar**

**FLSA Classification:**

FT/exempt

**Salary Grade/Level:**

A17

**Position Title:** Bursar

**Reports to:** Assistant Vice President of Finance

**Date Created/Revised:** April 2025

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

**Summary/Objective:**

The Bursar works with nearly every department to keep the seminary compliant with applicable documentation laws and standards appropriate for a 501c3 organization. Functioning as a member of the Business Office, the Bursar supports the overall mission of Phillips Theological Seminary through an array of services, including handling all student-related financial activities, including student accounts receivable, housing, and student awards.

**Essential Functions:**

- Manage all student accounts receivable and payable.
- Research, analyze, and resolve student billing questions and discrepancies.
- Create and maintain appropriate student tuition and fee schedules in Sonis.
- Coordinate with other departments for withdrawals, scholarship assignments, and R2T4 processes.

- Monitor all student billing and financial aid transactions to ensure compliance with federal, state, and local regulations.
- Process 1098-T forms.
- Manage and oversee all student communications as it relates to their billing account.
- Coordinate with collection agencies regarding delinquent accounts and write off uncollectable balances.
- Coordinate with other staff to calculate and return unused endowed scholarship funds
- Attend meetings and conferences related to position and make improvements to ensure best practices are followed.
- Coordinate with others for student housing during concentrated course weeks
- Provide analytical reports to Business Office staff to aid in decision making.
- Perform miscellaneous job-related duties as assigned.

*(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)*

### **Competencies:**

- **Communication Proficiency:** Clearly conveys information in both written and verbal forms; adapts to various audiences.
- **Teamwork:** Collaborates effectively across departments and contributes to a positive team environment.
- **Problem Solving:** Identifies issues and develops practical, thoughtful solutions.
- **Computer Proficiency:** Skilled in Microsoft Office and ERP systems; quick to learn new technologies.
- **Detail Oriented:** Maintains accuracy and completeness in all tasks and financial records.
- **Time Management:** Prioritizes tasks efficiently and meets deadlines in a fast-paced environment.
- **Decision Making:** Exercises sound judgment based on data and policy considerations.
- **Cross Training:** Adaptable and eager to learn roles beyond core responsibilities to support team success.

### **Supervisory Responsibilities:**

- No supervisory responsibility.

### **Work Environment:**

This position operates in a professional office environment. This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor. This position routinely uses standard office equipment such as computers, phones, and copiers/scanners.

**Physical Demands:**

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation. While performing the duties of the position, the employee is regularly required to talk or hear; required to sit for long periods of time, to stand and walk; use hands to handle or feel; and reach with hands and arms.

**Position Type/Expected Hours:**

This position is full-time and requires 40 hours per week. Occasional evening and weekend hours may be required for special events.

**Travel:**

Occasional out-of-state travel required for attendance of position related conferences and meetings. Travel is primarily local during business hours.

**Education/Experience:**

- Bachelor's degree in Accounting or related field.
- 3-5 years of related work experience in accounting and student accounts
- Strong understanding of Generally Accepted Accounting Principles.
- Experience with higher education ERP systems such as Ellucian Colleague, Banner, Jenzabar, or Workday; knowledge of Blackbaud products is a plus
- Working knowledge of accepted fund accounting practices, legal statutes, and policy and procedures affecting financial record-keeping.
- Familiarity with relevant federal and state regulations, particularly those related to financial aid, tuition, and student accounts.

**EEO Statement:**

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this

position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_