Middlesex Community College offers more than 70 degree and certificate programs in a broad range of liberal arts, occupational and career studies at the main campus in Middletown, satellite location in Meriden, and online. The Bursar is responsible for coordinating the Accounts Receivable function. This includes developing and implementing a comprehensive Accounts Receivable program, performing direct service and supervision of staff.

Knowledge, Skills and Abilities: This position reports to the Associate Director of Finance and Administrative Services. Candidates must have demonstrated advanced knowledge, skills and abilities in professional accounting principles and practices including governmental accounting and budgeting, general accounting operations, and supervision of an accounting function. Advanced ability to utilize Microsoft Office applications and Banner Financial Accounting System to analyze and evaluate financial records, methods and procedures, and devise and install accounting procedures and systems. Ability to supervise and lead by example, provide training and mentoring to assigned staff. This position is a customer facing position which requires strong interpersonal and written communication skills. Duties will include cashiering, billing, refunding, 1098T, Chapter 33, collections, bookstore vouchers, Title IV, deposits, write offs, scholarships, fund drawdowns, and other receivable processes. Oversees the administration of third party contracts, administers the college’s Tax Intercept program by evaluating claims and defending them at hearings; establishes due dates, refunding deadlines, and other information required to process accurate student financial transactions; oversees the administration of installment plans; prepares analysis of usage and default rate to determine appropriate payment terms; oversees the administration of student bus pass distribution and reporting; researches and addresses student inquiries and appeals for exceptions; manages the College’s drop for nonpayment process to ensure the timeliness and accuracy of student enrollment.

Minimum Qualifications:
Bachelor’s degree in an appropriately related field together with a minimum of two years of related experience.

Preferred Experience:
Bachelor’s degree in business, accounting or another area related to business administration. Demonstrated experience working face to face with students/customers of varying backgrounds and abilities; familiarity with entire Microsoft Office Suite, particularly Excel; experience in Banner or a strong desire to learn; proven organizational, project and time management skills and success in working within a team environment.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.
**Conditions:** Candidates must possess valid driver’s license as in state travel to satellite locations and other CSCU system events will be required; ability to work flexible schedule to include evenings and occasional weekends.

**Application Instructions:** Those who previously applied need not reapply. Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and three letters of reference to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

Middlesex Community College is an Affirmative Action/Equal Employment Opportunity Employer;
Protected group members are strongly encouraged to apply

Middlesex Community College does not discriminate on the basis of race, color, age, religious creed, marital status, national origin, ancestry, genetic information, physical disabilities (including blindness), learning disabilities, intellectual disabilities, past or present history of mental disability, sex, including pregnancy, sexual harassment, sexual assault, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, veteran status, retaliation for previously opposed discrimination or coercion or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at LGlende@commnet.edu.