



VACANCY ANNOUNCEMENT

Clerk, Office of the Bursar

Job Number: 498359
Category: Administrative
Department: Office of the Bursar
Close Date: 03/20/2023 (11:55pm)
Location: Glassboro, NJ

Summary:

- The Clerk must exhibit attention to detail in their work and be able to complete assigned tasks in an accurate and timely manner. They must possess good communication skills, be enthusiastic, people-oriented, and enjoy working with students and their families. The successful candidate should be organized, willing to work as part of a team, and maintain an overall positive attitude.

Duties:

- Support all cashiering functions including the processing of cash, check and credit card transactions received in person and by way of mail for students and family members.
- Process daily departmental transmittals received by other University departments.
- Process scholarship and third party payments.
- Daily balancing and settlement of cash drawer and cashier sessions.
- Provide customer service and respond to internal and external inquiries regarding student billing via multiple modes of communication (face to face, phone, email and online chat).
- Scan, file and support overall records and retention associated to Cashier Office files and documentation.
- Assist Cashier Supervisor in reconciling transactions and deposits processed through the Office of the Bursar.
- Participate in student orientation related showcase events as needed.
- Assist with collection efforts as needed.
- Apply University policies and procedures, federal and/or state laws and regulations regarding financial aid and cash management/Bursar functions as needed in the course of official duties.
- Other duties as assigned.

Preferred Qualifications:

- Understanding of general payment processing methods.
- Experience handling cash.
- Working knowledge of Banner/Ellucian, Touchnet, and Microsoft Office.
- Detail-oriented, organized and able to work in a fast-paced environment.
- Good communication skills, both verbal and written, and the ability to work with diverse students, families and other members of the University.
- Ability to comprehend established office routines and department regulations.
- Ability to learn quickly from oral and written instructions and from demonstrations.
- Ability to utilize various types of electronic information systems used by the office.
- Ability to interpret and communicate university, state, and federal policies.
- High School diploma or equivalency.

Salary:

- Range A04 (\$27,833 - \$31,335)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position. Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/cw/en-us/job/498359/clerk-office-of-the-bursar>