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Assistant Bursar

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Assistant Bursar assists the Bursar and/or the Controller in the receipt, custody and management of all monies, the operating procedures, banking and all other daily business activities.

The individual in this role will:

- Assist in accounting for and fiscal reporting of all financial transactions.
- Assist in the coordination of the work performed with student services.
- Assist in chargeback billings for out of county funding.
- Assist with cash inflows and maintenance of student accounts, both credit and non-credit, relating to tuition, financial aids and work study programs.
- Assist with distribution of Student Aid Awards (loans, TAP, PELL, etc.); distribution of college payroll
- Assist in accounting for and fiscal reporting of all state and federal financial aid
- Assist in maintaining and reporting daily cash balances
- Assist in the completion of all audits.
- Perform other duties related to the Business Office/Bursar's Office, Continuing Education, as assigned by the Bursar, the Controller, and/or the President.
- Assist with other responsibilities as assigned.

Minimum Qualifications:

Associate's degree or equivalent combination of education and experience plus 1-2 years of relevant experience. Two years of experience in a position of responsibility in business or government requiring interpersonal relations is preferred. Ability to maintain strict confidentiality of information. Record of honesty, dependability and trustworthiness.

To apply:

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary