



## **Bursar**

SUNY FMCC is seeking a dynamic and experienced individual to join our team as the Bursar. This position is a leadership role in our Student Financial Services team and will report directly to the VP of Administration and Finance.

### **Key Responsibilities:**

- **Leadership and Management:** Oversee all department activities, including student and sponsor billing and accounts receivable, cashiering, collection activities, and disbursement and receipts of all financial aid funds.
- **Compliance and Procedures:** Maintain a comprehensive procedure manual and ensure adherence to internal control policies and procedures.
- **Team Supervision:** Manage department staffing, including supervision and evaluation of team members.
- **Committee Participation:** Engage in administrative committees, planning, assessment activities, and other initiatives as needed.
- **Audit Preparation:** Assist with audit preparation and other tasks assigned by the Vice President for Administration and Finance.

### **Qualifications:**

- **Education:** Bachelor's Degree required.
- **Experience:** Minimum of three years of supervisory experience, preferably in higher education. Experience with automated accounting systems or student information systems is essential.
- **Knowledge:** Strong understanding of state and federal laws regulating student financial aid programs is highly preferred.
- **Skills:** Superior customer service skills, excellent organizational abilities, detail-oriented, and capable of managing multiple priorities.

### **Why Join FMCC?**

- **Competitive Salary:** \$68,000 - \$73,000.
- **Excellent Benefits:** Including the NYS Retirement Plan and generous paid time off.
- **Supportive Environment:** Be part of a friendly, sociable, and open-minded team dedicated to student success.
- **Application Process:** For full consideration, please email your cover letter and resume to [bursar@fmcc.edu](mailto:bursar@fmcc.edu).

***FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.***