

Student Accounts Director/Bursar
Old Dominion University

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Posted Nov. 14, 2024, set to expire Nov. 1, 2025

Job Title	Student Accounts Director/Bursar
Department	FINANCE OFFICE
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Nov. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://jobs.odu.edu/postings/22137
Apply By Email	
Job Description	

Job Summary

The Student Accounts Director/Bursar works to develop and implement short- and long-range departmental goals, objectives, policies, and operating procedures. The position leads the Student Accounts, Third Party Billing and Cashiering staff; manages the programs administrated by the offices; develops and implements new initiatives and ensures compliance with rules and regulations that govern federal state, and institutional student aid programs, privacy of data, taxation, and collection practices. The position works collaboratively with the Registrar and Financial Aid partner offices to develop strategies and lead efforts to improve the student customer service experience.

- **Master's degree in accounting, finance, business or related field (or a combination of education and experience that equates to an advanced degree).**
- Demonstrated supervisory skills with the proven ability to manage large, multi-functional teams,

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building on efficient and positive office culture and empowering teams to provide the highest levels of customer service.

- Strong project management and organizational skills to include ability to multi-task, organize, prioritize and follow multiple projects and tasks with competing priorities through to completion with attention to detail and within specified deadlines.
- Demonstrated knowledge of federal and state regulations related to student accounts, including Title IV and FERPA.
- Demonstrated ability to analyze problems, identify solutions, and take appropriate action to resolve problems using sound judgement and decision-making processes and to maintain strict confidentiality related to sensitive information.
- Understanding of financial principles and internal controls and demonstrated ability to apply those principles in an operational environment.
- Thorough knowledge of AIR technology systems, as is an understanding of TouchNet, FlyWire (or related technologies).
- Strong customer orientation while using diplomacy and discretion in all interactions.
- Excellent interpersonal oral and written communication skills with the ability to work effectively with campus partners and collaboratively as a team.
- Propensity to thrive and flourish in a rapidly changing environment, energized by the opportunity to offer a consistent and disciplined approach to new challenges.
- Relevant professional experience (typically, eight or more years) in student accounts, financial aid, or accounting related area.
- Experience as a leader, providing vision and clear communication of vision at varying levels of the university and division.

Preferred Qualifications

- Excellent computer skills are preferred with proficiency in MS Office applications including, but not limited to, Word, Excel, Outlook, SharePoint, and Teams. Banner experience a plus.

Conditions of Employment

This position is required to file a Statement of Economic Interest upon hire.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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