



NORTHERN ARIZONA UNIVERSITY

University Bursar - #556873

Northern Arizona University is seeking a university Bursar who is committed to the values of student service. The Bursar provides strong leadership and effective direction in the overall management, planning, supervision and organization of a multi-functional, multi-unit office and service center. Major functions include: student accounts; financial aid distribution; direct loan processing; accounts receivable and tuition/fees billing; e-commerce; tuition payment plans; tax payer and IRS information returns for student tax credits; collections; fee payment and cashiering services; university departmental fund deposits; refunds; and federal and university student loan administration. The Bursar oversees a staff of 20, up to 10 temporary and student workers, and a budget totaling \$1.1 million.

NAU offers courses to 14,000 students on the Flagstaff campus while another 6,000 students are served through a series of distance delivered academic programs. The university is a national leader in distance education and delivers courses and programs through site-based, traditional courses as well as interactive, broadcast, cable TV, satellite, and the World Wide Web.

Minimum Qualifications: The successful candidate will hold a minimum of a bachelor's degree in accounting, business, finance, or other related field AND 5 or more years experience as a bursar, associate bursar, or assistant bursar.

Annual Salary: Salary \$70-75,000 annually

Application Deadline: Open until further notice. Reviewing of applications will begin on April 13, 2007 and continue until the position is filled.

NAU's employment application is now on-line! Please see www.nau.jobs for full job descriptions and details on how to apply! *NAU is an Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply.*