

Thornton Township High School District 205

Job Description: Bursars Office

Title: Bursars Office

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 75% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

- F- Answer telephones, answer questions, and/or refer individuals to appropriate office
- F- Type and file bursar office work
- F- Completely handle internal purchase orders at Thornton & Thornridge
- F- Process bills for payment at Thornton and Thornridge
- A- Purchase all supplies needed for full school year
- A- Prepare fee statement for next year school year
- A- Collect money for students wanting to prepay their fees
- A- Compile insurance report
- P- Send out check requests for insurance update
- A- Collect for summer school registration at other schools
- A- Assist with the planning and preparations of registration
- F- Collect fine money for student activity fines; then give to sponsor
- F- responsible for all books students return to the bursar office to clear any fines. Return to the department or to the teacher if needed at specific building
- F- Balance each register daily and make deposits. Send reports to district
- F- Key into computer all library fines. Print statements. When fines are paid or books are returned, send copies of fines back to teachers, department chairperson, or sponsors.
- F- Contact the vendors on problems with my purchase orders at Thornton and Thornridge only
- F- Collect money for fines throughout the year
- P- Bill students for outstanding book fines
- F- Bill students for family credit
- P- Check driver's education for outstanding fees.
- A- Run yearbook report for the sponsor
- F- Make up the cash boxes for sponsors. Keep records and collect the money and the cash boxes back from sponsors
- A- Check in supplies delivered during the summer against purchase order Thornridge and Thornton only
- P- Process all new books and rebinds at Thornridge and Thornwood only
- P- Attempt collection on NSF checks
- F- Process all withdrawals and refunds
- F- Responsible for lost and found articles and books- books distributed to the department if not claimed
- P- All other duties as assigned