

## **Bursar/Accounts Receivable Accountant**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

To be responsible for the efficient and effective organization and operation of all functions of billing, collection, deposit, disbursement and record maintenance of student and other related funds.

##### **Reports to:**

Financial Controller

##### **Essential Duties:**

- Coordinate schedules and registration procedures with Registrar, Housing, Financial Aid, Programs, Operations, etc.;
- Perform the billing, collection, deposit, disbursement and record maintenance of tuition and fees and other student related funds; participate in the establishment of policies/procedures regarding the above activities.
- Be the key user of student information system and be in charge the set up related to Student Financials.
- Maintain accurate financial records in ERP and billing systems including but not limited to preparing journal entries and monthly reconciliation.
- Manage the collections process, including but not limited to creating and monitoring A/R aging, sending collection letters, updating student accounts timely, and process write-off's as needed.
- Deal directly with students or others to resolve all problems related to student accounts.
- Prepare management reports and schedules as required; compile data for preparation of operational reports.
- Be responsible for the issuance of tuition receipts or Fapiao's.
- File foreign currencies income declaration in SAFE's system and prepare related documents as per bank and SAFE's requirements.
- Provide assistance for annual audit or interim review.
- Perform other ad-hoc assignments as needed.
- University employees' job responsibilities will continue to expand in scope and depth as the

University grows in size and complexity in its programs.

**Required Qualifications:**

- Bachelor's degree in accounting
- 2 years or above accounting work experience
- ERP experience is preferred
- Good team work, attention to details and willing to continuously learn;
- Good computer operating skills in MS Excel, Word;
- Good English writing and speaking skills.