



Job Description – Associate Bursar

Department: Finance

Reports to: Bursar Manager

Position Summary

Responsible for ensuring timely processing of all the students' receivable accounts.

Responsibilities

- Manage Service Link tickets and make sure tickets are answered and closed in a week.
- Prepare and send out the notification at least four times each term regarding the bill and deadlines through Email and Wechat.
- Track all changes and withdrawals, make sure students account is properly updated in Student Information System and reflected in the finance system.
- Run monthly/annually ledger accounts analysis and ensure all AR related ledger accounts are in good standing through tracking each payments and charges of all students, ensure accurate and proper documentation.
- Manage collection progress, prepare AR aging report.
- Responsible for editing Ad hoc reports and analysis such as students' financial aid analysis, NYU accounts payable/receivable analysis
- Responsible for updating any information on students' payment system and Bursar's website.
- Manage school fee refund requests for students who have an excess amount.
- Provide assistance to the Bursar in all the responsibilities of the position.

Qualification

- **Required Education**

Bachelor Degree or above

- **Required Experience**

Minimum 1-3 years full-time experience working in an Accounting office.

- **Required Knowledge, Skills, and Abilities**

- Ability to provide good customer service
- Good communication in English and Mandarin
- Proficient computer skills (MS Office and Finance software)

Interested candidates should forward a CV with a cover letter to shanghai.hr.recruit@nyu.edu.
For more information please visit our website: shanghai.nyu.edu