Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s Good Neighbor Awards in 2009 for the Culinary Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the Library Building.

The College is currently searching for an experienced full-time Bursar (Director of Student Accounts) for its Accounting Services Department. Under the supervision of the Controller, the Bursar is responsible for the day-to-day management and billing of student accounts. He/she will monitor compliance with established federal, state, and local regulations, as well as internal policies, procedures, and oversee collection of student accounts while maintaining confidentiality of all data. The Bursar will be responsible for the preparation and analysis of ad hoc reports to assist senior College management in the decision-making process. He/she will be responsible for: issuing Form 1098-Ts, working closely with other College departments to resolve financial issues, assisting students with billing issues/questions, providing recommendations to improve financial operations, supervising cashier operations and assisting with the Title IV process.

Requirements: A Bachelor's degree is required, with a minimum of five years relevant experience, preferably in a higher education institution. A MBA degree is preferred. Strong leadership qualities, with the ability to develop and maintain a positive team spirit. Excellent organizational, communication and administrative skills, with proficiency in juggling many tasks simultaneously. Candidate should be able to demonstrate understanding of and commitment to the role of a comprehensive community college in an urban multi-cultural setting. Proficiency with various computer software programs including Microsoft Office Suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit: www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER