



THE BAHAMAS AGRICULTURE AND MARINE SCIENCE INSTITUTE

FEEDING MINDS. GROWING GREATNESS

College Bursar

Job Summary:

The College Bursar is a key administrative officer responsible for overseeing all financial operations related to student accounts, tuition and fee collection, disbursement of funds, and fiscal planning for the Institute. The Bursar ensures the efficient, transparent, and compliant management of institutional funds, while providing courteous and effective service to students, parents, staff, and external partners. The position plays a critical role in supporting BAMSI's mission of "Feeding Minds, Growing Greatness" by ensuring financial integrity and facilitating student access through scholarships, payment plans, and funding options.

Key Duties and Responsibilities:

- Oversee the day-to-day operations of the Bursar's Office including billing, collections, account reconciliation, and reporting.
- Manage and maintain accurate student financial records, including tuition, housing, meal plans, lab fees, and scholarships.
- Supervise the preparation and issuance of student invoices and statements; ensure timely collection of payments and resolve account discrepancies.
- Develop and manage installment payment plans for students and coordinate with the Registrar and Financial Aid offices to verify enrollment and awards.
- Process refunds, disbursements, and overpayments in compliance with institutional and regulatory guidelines.
- Monitor and manage accounts receivable and implement collection strategies for delinquent accounts.
- Ensure compliance with relevant laws, policies, and standards governing financial transactions, including internal controls and audit readiness.
- Prepare regular financial reports and summaries for senior leadership
- Participate in budget planning, forecasting, and analysis of tuition and fee structures.
- Collaborate with external partners, including banks, government agencies, auditors, and scholarship donors.
- Train and supervise Bursar's Office staff to ensure professionalism, accuracy, and excellent customer service.
- Implement and maintain secure digital platforms for financial recordkeeping and online payment services.

- Assist in fundraising and donor stewardship by tracking restricted and unrestricted gifts and endowments designated for student support.
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Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field minimum (Master's degree or CPA designation preferred).
 - Minimum 5 years of experience in financial operations, preferably in a tertiary academic institution or public sector finance.
 - Knowledge of Bahamian financial regulations, accounting principles, and audit requirements.
 - Proficiency in financial software and student information systems (e.g., QuickBooks, Banner, or similar).
 - Strong analytical, organizational, and leadership skills.
 - Excellent communication and interpersonal skills; ability to interact with a diverse student population and stakeholder community.
 - High degree of integrity, confidentiality, and ethical conduct.
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Work Environment:

This position operates in a fast-paced academic setting and may require occasional travel to Nassau or Family Islands. The Bursar must demonstrate flexibility and responsiveness to student needs, especially during peak registration, billing, and audit periods.

DEADLINE: UNTIL FILLED

TO APPLY FOR THE ABOVE-MENTIONED POSITION, please complete application form, send relevant requested documents (Copy of Resume, Copies of qualifications and applicable certifications, copy of Passport and/or voters card, Copy of NIB Card and 3 written character References Valid Police Record (not later than six months of the application) Medical Certificate including information on any noncommunicable disease. **Please bring originals for Validation and email hr@bamsibahamas.edu.bs**