



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 10-30

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND
ADMINISTRATIVE SALARY SCHEDULE**

WHEREAS, pursuant to GCA 16112, the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the Board of Regents approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

WHEREAS, the University administration has adopted the College and University Professional Association (CUPA) for Human Resources administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the position of Associate Comptroller/ Bursar, reporting to the Comptroller, will replace the position of Bursar to reflect added responsibility assisting the Comptroller in the management of the Business Office (i.e., the growth in grants management, reserve accounting, financial reporting, maintenance of low risk status, GL restructuring); overseeing increasingly complex financial reporting; and leading eWorks implementation for the financial systems; and

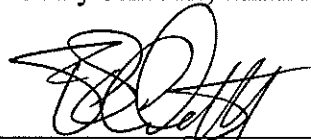
WHEREAS, the position of Associate Comptroller/ Bursar is necessary to better deliver the University's mission, strategic initiatives, infrastructure support and controls; and

WHEREAS, based upon an assessment of the priority needs of the University, of the responsibilities of the position, and of comparable CUPA-HR salary benchmarks, the President met with the Academic, Promotion and Tenure Committee at their meeting on November 3, 2010, to review the proposed position and salary schedule of the Associate Comptroller/ Bursar position; and

WHEREAS, the President and the Academic, Promotion and Tenure Committee now recommend to the Board the attached list of Administrative Positions and Administrative Salary Schedule, which has been revised to reflect the changes in reporting and supervisory responsibility to replace the position and salary schedule of the Bursar with that of the proposed Associate Comptroller/ Bursar; and

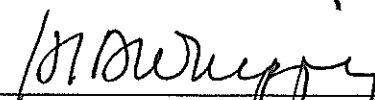
NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the revised list of Administrative Positions and Administrative Salary Schedule, which is herein attached.

Adopted this 18th day of November, 2010.



P. Sonny Ada, Chairman

ATTESTED:



Robert A. Underwood, Executive Secretary

University of Guam
Position Description - Associate Comptroller/ Bursar
Salary Range \$51,058 - \$76,588

POSITION NARRATIVE:

Under the general direction of the Comptroller, the Associate Comptroller/ Bursar manages the Bursar's Office, supports the management of the Business Office, oversees financial reporting, and leads the development and implementation of financial systems consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. This position also supports the achievement of institutional purposes and educational objectives through the provision of the financial and student accounts infrastructure and controls in a manner that creates a sustainable environment for student learning. Within the University this position works closely with the VPs, Comptroller, Academic Officers Council (deans and directors) and students. Outside the University this position interacts with WASC, Gov Guam Department of Administration and Bureau of Budget and Management Research, financial institutions, audit firms and collection agencies. Key dimensions of the position include: \$82M general ledger; over 3,600 student accounts; \$5M tuition receivables and \$7M financial aid receivables; reporting of \$17M ARRA capital projects and \$25M of other Federally funded grants; and ~26 professional staff with nine direct reports being two General Accounting Supervisors in Business Office and the collections staff, accounts receivable and cashier in Bursar's Office.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities shall include, but not be limited to the following:

- Provide leadership, direction and control in managing the Bursar's Office:
 - Oversee student accounts, student billing and accounts receivable, student collections, payments and cashing
 - Monitor compliance with laws and regulations through establishing policies and procedures for student billings and collections
 - Advise and counsel students regarding their financial responsibilities at the University
 - Contract and monitor external agencies for the collection of outstanding receivables
 - Lead the development and implementation of automated systems for student billing, collections and payment programs
 - Train, supervise, and evaluate staff in the Bursar's Office
 - Coordinate accurate and timely implementation of new and/or revised tuition and fees, as approved by the Board of Regents
- Work closely with the Comptroller in managing the Business Office:
 - Provide technical direction and management in general ledger, grants and fixed asset accounting; cash management; insurance; financial reporting, analysis and recordkeeping; and financial systems
 - Assure the establishment and monitoring of appropriate procedures, processes, and systems to ensure books of account and other reporting documents reflect accurate and timely financial records
 - Evaluate operational effectiveness, identifying and implementing changes required for improvement
 - Evaluate appropriate controls on all financial transactions to ensure adequate protection and safeguards through appropriate financial policies, procedures and risk management; timely closing of all general ledger accounts and timely and accurate account reconciliation
- Oversee financial reporting and monitor compliance with external reporting requirements (WASC, local, Federal) in accord with assessment, accreditation and accounting standards; A-133 and ARRA guidelines, public laws, other reporting requirements
- Coordinate with external auditors in preparation of annual audits
- Lead the implementation of an expanded Colleague financial system under the eWorks project in regards to GL restructuring; process improvement; financial modules such as Project Accounting and Budget Management; and financial use of Portal, Workflow, and Reporting and Analytics modules
- Work closely with the Comptroller in establishing and implementing departmental objectives, policies, procedures and budgets
- Perform other institutional projects and duties, as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree from US accredited college/ university or foreign equivalent with 3 years experience related to responsibilities
- Demonstrated ability to plan, organize, implement, and administer complex record keeping systems and procedures
- Experience or substantial knowledge of accounting and collection laws, regulations, standards, practices and auditing.

PREFERRED QUALIFICATIONS

- Professional certification or Master's degree and successful track record in collections
- Experience with federal and Guam financial regulations and higher education financial policies, procedures and regulations
- Knowledge of higher education accounting, receivables, financial aid and cashing in Colleague or similar financial system.

APPROVED BY DR. ROBERT A. UNDERWOOD, PRESIDENT

(Acting) / R. Underwood 11/22/10

November 2010

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