

FINANCIAL AID AUDIT TECHNICIAN

DEFINITION

Responsible for operation of federally mandated student financial aid software systems and procedures, including electronic transmission of records and reports. Maintains, analyzes and reconciles account balances and student award activity for all federal grant programs. Exercises independent judgment in making decisions within established fund accounting procedures.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Associate Dean of Financial Aid.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Responsible for installing, updating and operating federal software programs mandated by the U.S. Department of Education for the purpose of submitting records and receiving funds.

Transmits and downloads electronic federal student aid records on a daily basis.

Electronically updates student records on the National Student Loan Data System according to the schedule mandated by the U.S. Department of Education.

Processes and reviews disbursement records and makes corrections as necessary.

Operates check disbursement programs, reconciles grant fund accounts and electronically submits records to the Department of Education on a weekly basis.

Coordinates disbursement records with the accounting office to maintain appropriate balances in the college's fund accounts.

Reconciles federal and state student financial aid program records with college records.

Maintains a system to calculate and track student financial aid overpayments and institutional policy in compliance with federal and state regulations and reports unresolved overpayment accounts to the U.S. Department of Education.

Provides reports and accounting information as requested.

Reconciles records with other college offices, such as, Job Placement and Accounting.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices and terminology used in financial, statistical, accounting, bookkeeping and/or records keeping.

QUALIFICATIONS (continued)

Applicable laws, regulations and policies.

Computer systems in the areas of student financial aid or accounting.

Word processing, spreadsheet and database computer software.

Methods and practices used in financial and statistical work.

Ability to:

Perform detailed calculations and reconcile accounts and records.

Work independently and manage a diverse workload.

Accomplish tasks within strict deadlines.

Perform responsible accounting functions requiring the use of independent judgment, initiative and application of accounting and financial aid procedures and systems.

Read, interpret and maintain compliance with federal, state and institutional laws, regulations and policies.

Prepare accurate financial and statistical reports and maintain records.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree in Business Administration, Accounting, Information Systems or a related field from an accredited college or university.

Three years of technical financial aid or accounting experience requiring the use of independent judgment in interpreting and applying policies and procedures.

Desirable:

Bachelor's degree from an accredited college or university in Business Administration, Accounting or a related field.