

FINANCIAL AID AUDIT TECHNICIAN

DEFINITION

Responsible for operation of federally mandated software systems and procedures. Assumes functional responsibility for electronic transmission of records and reports for the federal student aid programs. Maintains, analyzes and reconciles account balances and student award activity for all federal grant programs. The work in this class requires the frequent use of independent judgment in making decisions within established fund accounting systems and procedures.

SUPERVISION

General supervision is provided by higher-level administrative positions.

Assignments may require the delegation of work to lower-level clerical positions.

EXAMPLES OF DUTIES

Responsible for installing, updating and operating federal Electronic Data Exchange software programs mandated by the US Dept. of Education.

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

Electronically processes all corrections to federal student aid records.

Electronically updates student records on the National Student Loan Data System according to the schedule mandated by the US Dept. of Education.

Reviews final disbursement records and makes corrections as necessary.

Operates check disbursement programs, reconciles grant fund accounts and electronically submits Pell Grant records to the Dept. of Education on a weekly basis. Coordinates with the GCC Accounting Office to maintain appropriate balances in the college's fund accounts.

Reconciles Pell Grant records and reports received from the Dept. of Education with Financial Aid and College records.

Calculates student financial aid overpayments according to federal regulations and institutional policy. Establishes an accounting system to establish and track re-payments. Reports, as required by federal regulation, to the US Dept of Education.

EXAMPLES OF DUTIES (continued)

Regularly operates data interface programs between the College main computer system and the Financial Aid Office system. Provides reports and accounting information as requested.

Acts as a liaison to other campus offices, such as, student employment, AIS, Accounting, and the tuition office.

Other duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Appropriate laws, regulations and policies related to assigned functions.

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

Methods and practices used in financial and statistical clerical work.

Ability to:

Perform detailed calculations and reconcile accounts and records with a high-level of accuracy.

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.

EMPLOYMENT STANDARDS

Minimum Requirements:

B.A./B.S. degree in Business Administration, Accounting, Information Systems, Human Relations, or other educational programs directly related to the duties to be performed or the equivalent.

Two years of paid technical experience in accounting or other work directly related to the specific duties to be performed, which included paid experience in operating a personal computer or a computer network or equivalent.

Desirable Qualifications:

Previous work experience in a financial aid office in a college environment.