



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FINANCIAL AID RECINCILIATION SPECIALIST

A Classified Position

[Grade 30A – Salary Schedule 60](#)

A. General Statement

The Financial Aid Reconciliation Specialist performs highly responsible accounting support work involving preparation, reconciliation and maintenance of financial aid accounting documents, data and records for the District and College financial aid programs. The Financial Aid Reconciliation Specialist must possess a combination of functional and technical expertise and, under the supervision and direction of the Financial Aid Director, will assist ITS staff in configuring and testing the annual new year roll setup, Banner upgrades, and related system changes as well as current and forthcoming software from the Department of Education and California Student Aid Commission for monitoring, processing and reporting of grants, scholarships, loans, and other sources of financial assistance. Public contact is extensive, primarily including students, staff, other educational institutions, community organizations, business representatives, funding agencies, and the general public, for the purpose of exchanging policy and procedural information concerning eligibility criteria, assessment and award packages and related program services. A high degree of independent judgment and creativity is required to apply prescribed policies and guidelines to a variety of individual situations in order to arrive at appropriate recommendations. Consequences of errors in judgment could be costly in public relations, employee time and result in institutional liability and audit exceptions. The Financial Aid Reconciliation Specialist can lead and direct the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Processes all reports or required documentation (either web based or via paper) to various agencies of the Department of Education on a regularly scheduled basis
2. Works with the district on fiscal management of federal financial aid funds
3. Reconciles and tracks accounts for assigned financial aid programs, grant funds or special projects; monitors the distribution, reconciliation and collection of funds in accordance with Federal, State and District guidelines
4. Uses strategic and independent judgment to coordinate reporting and funds management for federal loans and grants as well as state grant programs

5. Creates computerized reports, exception reports, merges and evaluates data from multiple sources, to include: (i.e. DL Tools from the Department of Education), cashiering, district data and the BANNER Financial Aid system to complete the reconciliation of federal to institutional funds
6. Compiles fiscal and accounting reports for submission by the Directors of Financial Aid
7. Maintains current knowledge of Federal Title IV regulations pertaining to financial aid
8. Works closely with the district accounting department and the colleges' financial aid and cashiering offices
9. Responds to inquiries, questions and problems for assigned programs related to Title IV
10. Assists the colleges' financial aid offices and the district grants office on year-end close out reporting responsibilities related to financial aid programs by comparing data from institutional and reporting sources, making adjustments and expense transfers, identifying outstanding payments and other collections and/or adjustments in order to accurately balance accounts
11. Prepares detailed statistical, financial, or operational reports as assigned
12. Routinely accesses and utilizes a personal computer using established applications including word-processing, spreadsheet and accounting software
13. Files documents and records; maintain confidentiality and security of sensitive information. Attends workshops, conferences and trainings as needed to remain current on regulatory changes, technical requirements and processes and other areas.
14. Maintains close working relationship with Admissions and Records, Cashiering and other offices as necessary
15. Performs other related duties as assigned.

C. Requirements

1. Associate's degree or the equivalent in business administration, accounting, or a closely related field
2. Successful work experience of increasing responsibility that has included accounting, budgeting or other financial record keeping, preferably in banking or related financial loan services--experience in an academic setting or public agency is especially desirable
3. Extensive public contact experience with people at various levels within organizations who are diverse in their cultures, language groups and abilities
4. Demonstrated skill in oral and written communication, including public speaking
5. Experience in leading the work of others
6. Skill in compiling data for, composing, and preparing reports, correspondence, memoranda, and other written materials
7. Ability to manage compliance issues for federal, state and district procedures and regulations
8. Demonstrated skill in the use of a variety of software for compiling data, composing and preparing reports, correspondence, memoranda and other written materials
9. Demonstrated skill in detailed recordkeeping and the use of a database
10. Skill in leading the work of others
11. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This position requires direct contact with individuals and groups; public speaking; selective listening; selecting alternatives using prescribed criteria; persuasive communication; visual comparison; good memory; tact; patience; discretion; work accurately under deadline pressure with details; ability to diffuse anger; manual dexterity; driving a motor vehicle to off-site locations; discretion; sensitivity; pulling, pushing; and multi-tasking in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of federal, state, district, and institutional financial aid policies, procedures, guidelines and required reports related to the award, continuation and follow-up of student loans, grants, student

employment, Return to Title IV Programs Multiple Pell Reporting and Potential Pell Overpayments and other related services

2. Knowledge of enterprise computer systems and a variety of federal and state websites and various software programs
3. Knowledge of policies, practices and procedures of governmental programs and grant funds budgeting and accounting, as well as internal control and practices and procedures
4. Skill in communicating respectfully, sensitively, and effectively with people at various levels within an organization who are diverse in their cultures, language groups and abilities
5. Skill in following written instructions, formulas, and guidelines to analyze data for the purpose of drawing conclusions
6. Proficiency in the use of computer systems and a variety of software to set up and maintain detailed records and to compose a variety of written materials
7. Skill in oral communication, including persuasive communication skills
8. Skill in written communication, including composing technical documentation
9. Skill in working cooperatively and effectively with others as part of a team
10. Skill in working accurately with financial and statistical data
11. Skill in directing the work of others
12. Skill in use of the Microsoft Office Suite and web-based content management systems
13. Ability to use tact and discretion in handling confidential information

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