



Job Title	Financial Aid Controller	Job Code	ES0221
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		Subfamily	Financial Aid

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Responsible for accounting functions and budgets in the delivery of student financial aid, including all fiscal reporting, check deposits, and disbursements. Implements procedures for quality controls and appropriate accounting and fiscal checks and balances to monitor and assure compliance with federal, state, and institutional rules and regulations, and program guidelines. Leads the coordination of University, State, and institutional aid program budgets.

Representative Duties

1.

- Supervises fulltime staff responsible for accounting, budgeting, reconciliation, check processing, athletic compliance, Non-Resident Alien tax processing, and Need Based Fee Waivers award processing
- Ensures that staff completes responsibilities efficiently and effectively while complying with applicable rules and regulations as well as required timelines
- Assists staff with trouble-shooting problems and task management
- Provides daily guidance to ensure increased knowledge development in their area of responsibility
- Encourages and counsels staff in their professional growth
- Manages all fiscal operations
- Manages all accounting, budget and reporting functions for both operations and financial aid programs
- Advises Director on fiscal functions including office operations and the delivery of student financial aid
- Participates in senior management decision-making and office goal setting
- Interprets institutional, federal, and state policies for implementation of aid programs
- Ensures compliance with generally accepted accounting principles
- Serves as point of contact for auditors in Federal, State, or Internal Audits, Institutional aid funding projections and reporting
- Ensures funding resource rules & regulation requirement is met by the financial aid awarding process
- Consults with Director of Financial Aid and other senior managers to develop institutional award programs and an annual awarding plan to ensure funding is allocated appropriately
- Compiles data and statistics for institutional aid as needed for undergraduate admission award projections, Finance & Accounting budget planning, and senior university leadership reporting, presentations, and decision making
- Completes reporting requirements for Federal, State, and Institutional Reporting of Student Financial Aid
- Monitors multi-million-dollar aid programs, including cash management, budgeting, expense projections, and reporting

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.