

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Financial Aid Coordinator	Range: 40	Classified Schedule
Date Revised:	February 27, 2019	Date Approved:	January 12, 2017

### PRIMARY PURPOSE

Under general direction of the Financial Aid Director, manage, coordinate, organize, develop and direct a variety of complex technical tasks involved in the implementation of student financial aid programs and procedures in accordance with federal and state regulations. Coordinates office activities, assists in the delegation of responsibilities and training of office staff. Implements office policies and procedures and performs a variety of complex administrative duties including accounting functions.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates office activities which includes accounting functions; trains and provides work direction to assigned staff; discusses and reviews daily events with the Director to ensure timely and appropriate coordination of office activities; ensures that work is performed in a competent and timely manner.
2.	Monitors federal and state accounts in accordance with regulations to ensure financial aid funds are accurately reported. Monitors program fund accounts to ensure students are not awarded more than their allocation.
3.	Reconciles direct loan accounts and various federal and state grant award accounts; reconciles various account ledgers; balances fund accounts with internal ledgers and other appropriate sources.
4.	Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies and procedures.
5.	Assists in the preparation and monitoring of Financial Aid Office budget; processes budget transfers and prepares journal entries; monitors accounting activities of assigned BFAP-SFAA categorically-funded programs.
6.	Provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs. Coordinates communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors.
7.	Establishes procedures for intake and processing of student applications; guides and advises students and prospective students concerning the financial aid programs; explains complex policies and procedures.
8.	Sets up financial aid packaging parameters that other staff members can follow to establish award levels. Packages and determines award levels within established guidelines. Communicates award levels with students, sets up accounts along with disbursement and payments dates, and receives and allocates award funds from grantors.
9.	Audits staff work by reviewing student records to assure continued eligibility; verify student enrollment status and adjudicates student appeal relating to academic process; conduct the appeal process for students who have been denied financial aid.
10.	Ensures implementation and maintenance of established District policies and procedures; ensures compliance with federal and state policies and procedures related to accounting.

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11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner; serves as the lead financial aid technical liaison with the Director concerning District wide financial aid technical coordination.
12.	May develop, implement and evaluate default aversion strategies on assigned specialty area. Works with loan services, guarantors, and other auxiliary service providers to remedy delinquent accounts and promotes default management awareness.
13.	Develops and conducts financial aid training and information workshops regarding continuously changing regulations and procedures.
14.	Participates in annual training and professional organizations to keep abreast of new federal and state regulations and program changes.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Performs related duties as assigned.

### OTHER FUNCTIONS

### WORKING RELATIONS

The Financial Aid Coordinator maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

### EDUCATION AND EXPERIENCE

An associate degree, or the completion of at least sixty (60) college-level semester units.  
Three years of increasingly responsible lead experience in a financial aid office in a college or university setting.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state and federal guidelines and regulations for financial aid.  
Knowledge of financial aid packaging and awarding policy.  
Knowledge of financial and statistical record-keeping techniques.  
Knowledge of preparation, maintenance, verification and processing of financial aid records.  
Knowledge of accounting and auditing principles, practices and procedures.  
Knowledge of applicable sections of State Education Code and other applicable laws.  
Knowledge of computer-based accounting systems.  
Knowledge of office policies, procedures, and equipment, including the use of personal computers to access student information databases, word processing and spreadsheet applications.  
Ability to interpret, apply, and explain rules, regulations, policies and procedures.  
Ability to apply financial needs analysis methodology.  
Ability to train and provide work direction to others.  
Ability to make arithmetic calculations quickly and accurately.  
Ability to analyze technical and complex information and documents and make assessments according to complex policies, procedures, and mandated regulations.  
Ability to prepare complete and concise statistics, records, reports and files.  
Ability to meet schedules and deadlines.  
Ability to establish and maintain effective work direction to others.  
Ability to plan, organize and prioritize work.

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College or District office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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