General Purpose
Under general supervision, performs highly responsible accounting support duties involving preparing, processing, reconciling and maintaining financial and accounting documents and records for the District’s Financial Aid programs; performs related work as assigned.

Distinguishing Characteristics
Financial Aid Accounting Technicians perform highly responsible accounting related duties involving the monitoring and tracking of funds, disbursements, expense transfers and other accounting adjustments for the various financial aid programs of the District. Incumbents must possess a detailed knowledge of the District’s accounts payable, revenue and accounts receivable policies and procedures, as well as rules and regulations governing financial aid programs. Incumbents are expected to independently perform these functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District, State and Federal policies and procedures and knowledge gained through experience.

Financial Aid Accounting Technician is distinguished from Accounting Technician II in that incumbents in the former class perform accounting support duties requiring a detailed understanding of the processes, regulations and reporting requirements of the various financial aid programs administered by the District.

Essential Duties and Responsibilities
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. 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 District and federal guidelines; inputs loan/grant data into on-line programs; prepares various financial reports and summary spreadsheets for managers and other team members; researches and reconciles variances; makes appropriate adjusting entries to resolve out-of-balance conditions; works with students, the U.S. Department of Education, other District departments to resolve discrepancies.

2. Assists students and staff with loan and general financial aid questions; responds to inquiries, questions and problems for assigned programs including audits, block award questions and billing issues.
3. Performs year-end close out reporting responsibilities related to financial aid programs by comparing data from reporting sources, making adjustments and expense transfers, identifying outstanding payments and other collections and/or adjustments in order to accurately balance accounts.

4. Identifies any over-award situations and calculates the return of funds when students do not complete classes; generates bills for students and negotiate repayment arrangements.

5. Inputs accurate student loan calculations into District, federal and other database systems.

6. Maintains cash receipt logs and deposit information required for monthly reconciliations of programs; completes expense transfers and identifies prior year payments and recoveries.

7. Prepares detailed statistical, financial, or operational reports as assigned.

8. Routinely accesses and utilizes a personal computer using established applications including word-processing, spreadsheet, and accounting software.

9. Files documents and records; maintain confidentiality and security of sensitive information.

OTHER DUTIES

1. Assists with establishing and maintaining the Chancellor’s Office Tax Offset Program (COTOP)

2. Maintains the National Student Loan Data Base for Pell Grant fund students.

3. Prepares files and documents for external auditors' year-end reviews.

QUALIFICATIONS

Knowledge of:

1. Methods, practices, documents and terminology used in processing accounting transactions for financial aid programs and related financial record keeping.

2. Operation of the District’s enterprise financial and student account systems and interpreting input and output data.


4. Policies, practices and procedures of governmental programs and grant funds budgeting and accounting.

5. District policies, procedures, practices, terminology and codes used in accounts payable processing and related financial transactions.

6. Principles and practices of sound business communication

7. Fundamental accounting and internal control practices and procedures.
Ability to:

1. Operate a personal computer using standard business software and other standard office equipment.

2. Organize work, set priorities and exercise sound judgment within established guidelines.

3. Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.

4. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.

5. Understand and carry out written and oral instructions.

6. Prepare clear and accurate financial records and reports.

7. Learn and apply new information.

8. Ability to use tact and diplomacy in dealing with confidential information and sensitive individuals.

9. Establish and maintain effective working relationships with students, supervisors, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of progressively responsible experience in performing financial, statistical record keeping including accounts payable. Experience in an academic setting or public agency is especially desirable.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel and operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with regular interruption; and interact with District, students, vendors and others encountered in the course of work, some of whom are dissatisfied or abusive.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.