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**TITLE: Financial Administration Coordinator (Foundational)**

**DEPARTMENT: SB-FAID**

**SALARY: 13.66/hourly**

**SUMMARY:**

Performs financial and administrative support of the university's daily business operations. Work may be predominantly focused in one area of finance or support or in a variety of different areas; areas may include federal and state aid compliance and regulatory review; accounts payable/receivable, grant-funded accounts, foundation accounts, etc.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

Particular responsibilities associated with the Financial Aid and Scholarship Office:

Advise students, prospective students and their families about the FA application process.  Provide general information regarding types of aid, documents required for verification, criteria for maintaining eligibility based on award type.  Assists with the recruitment and retention of students through various outreach measures and represents the office and university at various internal and external functions.

Coordinates front desk/main phone coverage; monitors and responds to financial aid email.

Reviews verification documents for accuracy and completeness and enters into SIS for counselor/mastery coordinator review.; publishes monthly newsletter to students.  Reviews sorts, prints and mails/emails financial aid award notifications and missing information letters to students. Coordinates Vocational Rehabilitation (VR) aid eligibility and serves as the office liaison with VR. Sends notifications to delinquent loan borrowers monthly.

Assists Associate Director with federal work-study employment processing..  Trains and mentors office work-study employees on varies front desk and clerical duties. May process all edoc for hiring/terminations for entire office staff.

Uploads and monitors electronic document upload to OnBase for federal documents and/or Satisfactory Academic Progress to ensure workflow review efficiency for all office staff.  Annually updates office forms; completes e-Docs for office work study.  May be rresponsible for all office orders.  Provides administrative support to the all FA&S department.  Creates and sends multiple campus wide communication messages to student, Daily Titan, and other departments.  Makes independent decisions based on past practices and procedures.  Will assist FAS Counselor with office workflow to service students, staff, and others to eliminate or reduce wait times.  Run reports for checklist initiating and accuracy of review based on counselor processing.

**In general:**

Under close supervision, performs routine financial and administrative tasks related to processing financial or other administrative records.   
  
Processes documents into the university's central information systems (Travel, KFS, HRMS, etc.) and verifies that information is correct.   
  
Confirms available accounts, corrects errors and discrepancies, and makes any necessary adjustments.   
  
Processes payroll, audits vouchers for accuracy, and resolves discrepancies.   
  
Maintains department records.   
  
Responds to inquiries from faculty and staff regarding financial or administrative transactions.   
  
Explains policies and procedures.

**QUALIFICATIONS:**

Required:  
H.S. Diploma or GED

Little or no prior experience in relevant field

Preferred:

Proficient in English written and verbal communication skills  
  
Maintains a high degree of professionalism  
  
Demonstrated time management and priority setting skills  
  
Demonstrates a high commitment to quality  
  
General knowledge or demonstrated ability to learn basic functionality of IU systems (KFS, HRMS, SIS)  
  
Experience in managing and documenting workflows, processes, and/or data entry.   
  
Basic understanding of technology.   
  
Ability to use standard office equipment such as phone, fax, scanner, etc.  
  
Proficiency in computer systems, including standard Office software.   
  
Basic accounting and financial skills; ability to reconcile accounts.  
  
Prior demonstrated ability to apply concepts and policies to daily work functions.  
  
Good oral and written communication skills.  
  
Ability to clearly present material and make it accessible to a specific audience.

**APPLICATION REQUIREMENTS:**

1. To be considered for this position, you must submit a resume at the time of application.
2. Deadline for application is XXXX XX, 2021. Apply at : [**https://jobs.iu.edu**](https://jobs.iu.edu)