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

**DEPARTMENT: SB-FAID**

**SALARY: $15.49-$16.28/hourly**

**SUMMARY:**

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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; working with 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 and families regarding financial aid matters.  Provide instruction and guidance on the financial aid application process which includes applying for federal and state aid programs. Presenter for outreach events and programs at area high schools, classroom presentations, outside organization, student orientations and campus visits.    Host workshops for FAFSA completion and financial aid and scholarship knowledge base topics.

Explain award processing, changes to awards and disbursements.  When appropriate, make or recommend exceptions to standard institutional policies and procedures.   Work with students to explain changes that occurred and impacted changes have on their financial aid awards.

Determine appropriateness of Satisfactory Academic Progress (SAP) documentation and decisions of appeals by students. Review and process student files selected for Federal comment flags and Verification; including reviewing tax documents, making changes to ISIR data via PeopleSoft system, submitting changes to federal processor.   Understand basic Internal Revenue filing requirements.  Explain student responsibility to receive federal and state aid.

Review reports for processing, awarding, and disbursing accuracy.  Run reports for processing and accuracy of awards, disbursements, federal flags/comments, state review, and other reports to assist student population for compliance with federal and state aid.  Assist with posting outside scholarships.  Mentor work-study with events and training

In general:

With minimal supervision, performs financial and administrative tasks related to processing financial or other administrative records.   
  
Takes on more complex assignments and provides guidance to lower-level Financial Administration Coordinators.   
  
Maintains records of financial transactions, compiles data, and prepares reports. May oversee the processing of documents into the university's central information systems (Travel, KFS, HRMS, etc.).   
  
Investigates and resolves discrepancies that require more advanced knowledge and experience; following policies and procedures, recommends audits.    
  
Assists in designing, documenting, and implementing processes.   
  
Processes payroll and verifies accuracy of payroll information. Verifies accuracy of adjustments to payroll including supplements and garnishments.   
  
Monitors financial accounts and ensures timely payments are made to payees.   
  
Responds to inquiries regarding financial and/or personnel policies and procedures; takes the lead on the most complex cases within their scope of work.   
  
Serves as liaison to department and/or other university divisions.

**QUALIFICATIONS:**

Required:  
H.S. Diploma or GED

4 or more years of relevant experience  
  
Preferred:  
Associate's Degree

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  
  
Possesses flexibility to work in a fast paced, dynamic environment  
  
Highly thorough and dependable  
  
Possesses a high degree of initiative  
  
Ability to build strong customer relationships  
  
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)