

POSITION Financial Aid Assistant/Accounting Bursar, Limited Term
APPLY BY July 19, 2020
HIRE DATE August 24, 2020

DIVISION Fiscal Services
REPORTS TO Student Financial Assistance Manager
CLASSIFICATION Non-Exempt/Hourly
POSTING DATE July 2, 2020

SUMMARY

This position provides administrative, accounting, and financial aid services to students, parents, and/or departments. Responsibilities may include reconciling student payments and electronic credits; assisting parents and students in completing Free Application for Federal Student Aid, entrance and exit loan counseling, and other related financial aid documents; verifying accuracy of completed financial aid documents; providing information to students and parents regarding eligibility for education benefits for veterans and other students; providing information related to bill payment options to students and processing student billing; updating accounts receivable ledgers; and disbursing financial aid funds. This full-time, year-round, benefited position is limited term with a projected end date February 28, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Maintains, tracks, and updates payments; duties may include, but are not limited to, reconciling student payments entered with cash, checks, and credit cards; reconciling electronic credits with deposits made; processing student billing; processing refund requests; managing student club deposits and payable transactions; and compiling financial statements
- Provides customer service to students, staff, faculty, and/or other parties; work may include assisting parents and students in completing the Free Application for Federal Student Aid and other related financial aid documents; providing entrance and exit loan counseling; and providing information related to bill payment options
- Reviews and completes verification of financial aid files for correctness to ensure that information provided by students and parents complies with laws and regulations
- Tracks cash flow and updates accounts receivable ledgers, based on institutional agreements, laws, and regulations
- Administers the Federal and State Veterans Affairs and Federal Work-Study and Student Employment programs; related duties may include coordinating veteran funding, providing information and resources to veterans and family members, verifying eligibility and certifying credits for benefits, tracking student use of veteran education benefits, reviewing student budgets, and addressing Work-Study related supervisor and student worker questions
- Maximize and accelerate cash flow of student receivables based on the policies set forth by the Southwest Tech Credit Agreement as well as maintain and update the accounts receivable ledger in coordination with third party payment agencies and the Wisconsin Department of Revenue Tax Refund Intercept Program (TRIP) and State Debt Collection agency
- Performs other related duties of a comparable level/type as assigned

TRAINING, EXPERIENCE AND SKILLS

- Associate's degree in Finance or related field and 3 years of related experience; or equivalent combination of education and experience
- Ability to work effectively in a team-based, quality environment
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information
- Computer knowledge of Microsoft Office, spreadsheet application software, email, and internet

KNOWLEDGE

- Financial aid procedures and practices;
- Modern office practices, procedures, and equipment;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- General knowledge and understanding of tax forms 1040
- Basic filing and recordkeeping principles;
- General concept of basic accounting principles (GAAP), such as debits, credits, accounts receivable, and accounts payable;
- Customer service principles;
- Contract and agreement requirements

SKILLS

- Processing financial aid applications;
- Providing customer service;
- Interpreting and applying applicable rules, regulations, policies, procedures, and standards;
- Maintaining files and records;
- Interpreting departmental procedures and policies;
- Exhibiting strong organizational skills

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, seeing and lifting.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

WAGE BAND: B22, Hourly Range \$18.26 - \$23.74

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Savings Account | • On-campus day care (hourly rate charged) |
| • Dental Insurance | • Health Club Access | |
| • Life Insurance | • Wisconsin Retirement System Contribution | |
| • Long-Term Disability | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.