

## **FINANCIAL AID SENIOR ACCOUNT CLERK**

### **CLASS SUMMARY**

Under general supervision – manage student loan program, financial aid check disbursement, collections & auxiliary services program reconciliation, performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinates student loan account collection, including analyzing deferment needs, negotiating repayment issues, trace lost borrowers, provide notification changes of loan status; post payments and reconcile sub-ledgers with general ledger; reviews, verifies and prepares data for journal entries; performs financial aid invoicing & collection contacts with students; posts all payments to sub-ledger & reconcile with general ledger; Performs financial aid check disbursement: balances checks against accounts payable register, pulls checks for financial aid office, cancels or reissues lost checks; conducts Financial Aid Program account reconciliation: provides totals to Financial Aid, EOPS & CARE program offices; conducts individual and group loan exit interviews: prepares promissory notes, repayment agreements and schedules, counsels borrowers regarding repayment terms, deferment entitlements, cancellation benefits and consequences of failure to make timely payments; liaison to HUD Child Care Provider loan program. Analyzes auxiliary services expenditure funds for accuracy and appropriateness of recommended expenditures; prepares spreadsheet and invoices for diversified fund reimbursement; performs other duties as required.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to designated manager in assigned department.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to college level courses in accounting; and two years of increasingly responsible experience in a related bookkeeping/financial recordkeeping environment.

#### **Knowledge and Abilities**

Good Knowledge of: basic mathematics; methods, principles, practices and terminology used in accounting and recordkeeping; related school district accounting policies and regulations.

SANTA ANA, CALIFORNIA

JANUARY 2005

**FINANCIAL AID SENIOR ACCOUNT CLERK CONT'D**

Knowledge of: Spreadsheet and wordprocessing software applications; basic office procedures, methods and office equipment.

Ability to: to prioritize work load and prepare necessary reports; work independently and accurately; follow through on own initiative to clear up discrepancies or obtain necessary support materials.

Skills: Must complete math, checking & coding skill evaluation. Screening committee will use results as one of the selection criteria.