



JOB DESCRIPTION

Accounting and Financial Aid Specialist

Job Summary

We are seeking a highly skilled and detail-oriented Accounting and Financial Aid Specialist to join our team. Reporting to the Controller, this multifaceted role involves the maintenance of all students' financial transactions, participation in the annual audit process, and providing financial support to the onsite café managed by the Food Service Manager. The ideal candidate will possess proficiency in student accounting procedures, expertise in financial accounting, and a strong understanding of international students' financial matters. Familiarity with Square Terminal and the ability to perform monthly reconciliations are also essential for success in this position.

Responsibilities

- Financial Reporting and Analysis:
 - Perform monthly reconciliations for accurate and timely financial reporting
 - Prepare and analyze financial reports related to student accounts, including revenue, receivables, and collections
 - Identify and resolve discrepancies promptly
 - Generate reports and summaries for monthly reconciliations and financial performance
 - Ensure compliance with local, state, and federal sales tax regulations
- Student Accounting:
 - Manage financial transactions related to student accounts, including processing tuition payments, fees, federal loan program and refunds
 - Maintain accurate student payments, balances, and financial aid disbursement records
 - Collaborate with departments to address issues and resolve discrepancies
 - Provide exceptional customer service to students regarding their financial accounts
 - Stay updated on regulations and tax requirements related to students, particularly Forms 1098t, 1042, 1042-S, and 1042-T filings
 - Assist international students in understanding tax compliance
- Financial Aid:
 - Administer the Federal Direct Loan Program
 - Administer Institutional Aid Programs, for new and continuing students
 - Disburse aid through PowerFaid into SONIS
 - Administer Institutional Level PC(USA) Grant and Loan Programs
 - Oversee third-party Scholarship/Grant activities
- Audit:
 - Assist in the annual audit process, including providing necessary documentation, reports, and financial schedules
 - Collaborate with Controller to resolve issues and ensure audit compliance

- Contribute to the implementation of audit recommendations and processes
- Support to Onsite Cafe:
 - Work closely with the Food Service Manager to provide financial support and guidance for the onsite cafe's operations
 - Monitor and reconcile financial transactions related to the café
- Systems and Technology:
 - Utilize accounting software and systems to record and process financial transactions accurately and efficiently
 - Provide training and support to students on using self-service portals
- Additional responsibilities as assigned by the Controller or Vice President for Finance and Administration

Requirements

- Bachelor's degree in accounting, finance, or a related field (or equivalent work experience)
- Proficiency in using accounting software and financial management systems; experience with Great Plains is a plus
- Excellent analytical and problem-solving skills
- Strong Excel skills, including complex calculations, and pivot tables
- Detail-oriented with the ability to prioritize and meet deadlines
- Exceptional communication and interpersonal skills
- Ability to work independently and collaboratively in a fast-paced environment
- Demonstrates a sense of urgency and ability to meet deadlines
- Preferably at least two years of campus-based, professional-level experience in financial aid
- Experience with PowerFacts and Jenzabar SONIS a plus

Working Conditions

This position is a full-time, in-person, non-exempt role within our support staff, situated at the Richmond campus of Union Presbyterian Seminary. Please note that occasional overtime may be required.

Note: This job description is intended to convey information essential to understanding the scope of the position and the general nature and level of work performed. It is not intended to be an exhaustive list of the position's qualifications, skills, duties, responsibilities, or working conditions. It may be modified and adjusted as needed to align with the specific needs and priorities of Union Presbyterian Seminary.