

## **Financial Aid Reconciliation Coordinator**

### **Full-Time, Contract**

Eastern Gateway Community College welcomes applications for ***Financial Aid Reconciliation Coordinator***. This position will be responsible for reviewing all Title IV funding and for identifying and resolving any and all disbursement and cash discrepancies in a timely manner to ensure the school meets regulatory requirements. The Coordinator will perform both internal and external reconciliation, ensuring that the College's business office and financial aid office records are accurate and aligned and that the College's internal records align with US Department of Education records at both the cumulative and individual student levels. This position will be based at our Steubenville campus.

Eastern Gateway Community College offers a generous benefits package including medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based on experience and commensurate with our salary administration plan.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Defines responsibilities of key individuals and offices related to financial aid reconciliation.
- Calculates and processes Return of Title IV (R2T4) for all students.
- Documents reconciliation procedures and efforts for audit purposes.
- Creates communication structure between business office, financial aid office, and school's technical staff.
- Compares internal student accounts and business office/bursar records with financial aid office records and resolves any discrepancies.
- Balances all subsidiary accounts to the general ledger upon Business Office request.
- Assists Business Office as needed on drawdowns and refunds of cash to ensure they are accounted for and applied to the correct program year.
- Ensures all batches have been sent to and accepted by the COD system; all disbursements and adjustments are accurately reflected on the COD system; and all responses are imported into the school's system.
- Ensures all unbooked loans are booked or inactivated for Direct Loans.
- Resolves all outstanding rejected records.
- Assists Business Office as needed in returning refunds of cash via G5.
- Requests any remaining funds owed to the school based on actual disbursements accepted by the COD System. This requires joint action by the financial aid and business office to identify discrepancies and correct them in a timely manner.
- Acts as liaison with other offices and constituents, both on and off campus, to help determine and resolve matters pertaining to reconciliation.

- Maintains best practices and current knowledge all federal and state regulations. Monitors and ensure policies and procedures are in compliance relating to reconciliation.
- Assists with internal and external financial aid communications.
- Assists in monitoring staff to ensure compliance and accuracy with federal and state regulations.
- Other duties as assigned.

### **EDUCATION & EXPERIENCE:**

- Bachelor's degree preferred.
- Minimum of 1 year of experience in a financial aid office.
- A degree in business administration, economics, or statistics or coursework in math and accounting considered a plus.
- Equivalent combination of education and work experience may be considered.

### **SKILLS & ABILITIES:**

- Demonstrated knowledge of federal/state financial aid programs.
- Strong organizational and communication skills.
- Strong analytical abilities as well as working knowledge of basic office computer programs such as Word and Excel.
- Demonstrated ability to produce detail-oriented work with speed and accuracy.
- Ability to work with and for individuals from a variety of identities, ethnicities, cultures and socio-economic backgrounds.
- Student services experience and knowledge of other student services areas valuable.
- Experience with PowerFacts/PowerCampus, COD, FAA Access and NSLDS, Excel and the ability to generate and analyze reports from these systems is a plus
- The ability to work collegially and collaboratively with other colleagues in the Office of Financial Aid is expected.
- Applicant must be in good standing in regards to payments on their student loan(s) in order to be able to obtain the Department of Education credentials.

To apply, resumes and the contact details of at least three professional references should be sent to Human Resources at:

[careers@egcc.edu](mailto:careers@egcc.edu)

*\*Internal applicants should include an Employee ID number in their letter of intent.*

Applications will be accepted until this position is filled.



Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.