

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

FINANCIAL AID COMPLIANCE ANALYST

FLSA STATUS: EXEMPT – PAY GRADE 25 - P

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

Under the direction of the Director of Financial Aid, provides compliance and system support for the Office of Financial Aid and Scholarships. The qualified applicant will demonstrate a strong knowledge and understanding of Title IV Financial Aid policies and procedures. In collaboration with the Functional Analyst serves as a liaison between the Financial Aid Department and Information Technology team. The Financial Aid Compliance Analyst is responsible for analyzing and interpreting federal financial aid regulations regarding all Title IV programs as well as coordinate training and development activities for the Financial Aid Office pertaining to student financial aid regulations. The incumbent will validate compliance in all areas of the Title IV Program and for all programs on a regular basis.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Update/maintain policy & procedure manual and workflow procedures to maintain compliance with federal and state financial aid requirements.

Develop, implement, and maintain an effective compliance program to detect, prevent, and resolve issues that fail to meet federal and state financial aid regulations.

Monitor federal and state financial aid regulatory environments and communicate proposed changes to the Director of Financial Aid.

Work with Financial Aid staff and management to ensure that the student information system (Campus Solutions) is set up properly to administer financial aid according to regulatory requirements. Identify and analyze systematic problems, propose solutions, and provides training to address issues.

Ensure that communication, in all forms and modalities, with students and the campus community meets federal regulations.

Develop procedures and internal controls to ensure that financial aid is properly awarded to the appropriate students.

Ensure timely and accurate transmittal of data to the Department of Education, including but not limited to: disbursing aid to student accounts, clearing rejects and errors, and originating loans.

Seek opportunities to gain knowledge and implement more effective and efficient processes.

Maintains master calendar of all Federal, State and agency reporting dates and ensures compliance.

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Coordinates activities and teamwork between Financial Aid, Finance, Student Accounts, Registrar, and Admission to ensure compliance with Federal and State regulations.

Identify regulatory changes, their impact on the workflow for student awarding and documents the changes accordingly.

Attend national and regional conferences to ensure knowledge gain of updates from the Department of Education.

Performs other duties as assigned

SUPERVISION RECEIVED:

Supervision is received from the Director of Financial Aid.

SUPERVISION EXERCISED:

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS:

Bachelor degree from an accredited college or university. Experience with People Soft systems. Extensive knowledge of Title IV regulations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 12/2018, June 2019