Financial Aid Disbursement Senior Accountant

Are you passionate about accounting, compliance, and ensuring students receive the financial aid they depend on? Arizona Western College is seeking a Financial Aid Disbursement Senior Accountant to oversee complex financial aid disbursement accounting, cash management, reconciliations, and regulatory compliance activities. Join a team dedicated to accuracy, integrity, and student success while helping ensure critical financial resources are managed effectively and responsibly.

Summary of Function:
Performs complex accounting, reconciliation, cash management, compliance, and financial reporting functions related to financial aid disbursements and student financial aid programs. Coordinates and participates in the accurate and timely disbursement of financial aid and student refunds; maintains and reconciles financial aid cash and accounting records; prepares journal entries and financial reports; monitors compliance with Federal, State, Local, and institutional requirements; and serves as a subject matter resource for financial aid disbursement accounting processes and systems.

Typical Duties:

- Serves Students. Financial Aid Disbursement and Student Account Support. Processes, reviews, and verifies student financial aid disbursements and student refunds in accordance with Federal, State, Local, and institutional requirements. Reviews student accounts and financial aid disbursement status and provides assistance regarding complex account or disbursement issues. Verifies the accuracy and completeness of supporting documentation and coordinates with Financial Aid, Accounts Receivable, Cashiering, and other departments to resolve discrepancies.
- Financial Aid Disbursement Systems and Operations. Coordinates and manages the third-party Touchnet disbursement system on behalf of AWC. Maintains appropriate administrator access and participates in testing, implementation, and enhancement of new and existing procedures. Serves as a primary point of contact for Touchnet-related accounting and operational issues and coordinates troubleshooting as needed. Produces and reviews Touchnet reports. Oversees the accuracy and timeliness of refund files and coordinates resolution of discrepancies or rejected transactions.
- Federal Financial Aid Cash Management. Maintains and manages cash flow records and balances for Federal Title IV programs. Analyzes cash requirements and prepares journal entries as appropriate. Initiates and processes drawdowns of Federal funds through designated system(s), e.g. ED G5.gov. Reviews daily deposits to the District's Federal bank account, prepares requisitions, and creates and posts journal entries for Federal deposits. Monitors cash balances and identifies and resolves discrepancies in a timely manner.
- Reconciliation and Accounting. Performs monthly and periodic reconciliations of financial aid awards, disbursements, refunds, and related cash activity to the general ledger and third-party sources, including Federal Title IV, Direct Loans, VA, State, Institutional, and Private awards. Researches and resolves reconciling items and prepares correcting journal entries. Monitors the accuracy of Federal Work Study institutional match and coordinates corrections as needed. Maintains appropriate supporting documentation and ensures financial aid accounting records are complete and accurate.
- Compliance and Due Diligence. Monitors financial aid disbursement accounting activities for compliance with applicable Federal, State, Local, institutional, and program requirements. Ensures Federal due diligence requirements are followed and maintains appropriate documentation. Interprets and applies policies, procedures, regulations, and accounting requirements related to financial aid disbursements and cash management. Assists with internal and external audits and responds to requests for documentation and information.
- Financial Reporting and Year-End Accounting. Gathers, analyzes, and compiles data for financial, regulatory, and management reports. Maintains contact with applicable government agencies and assists with preparation of fiscal reports according to established accounting procedures. Prepares year-end closing entries for Title IV, Institutional, and Private programs. Prepares and reviews the annual FISAP and other required financial aid and fiscal reports for accuracy and completeness.
- Taxable Scholarships and International Student Reporting. Verifies, calculates, and sets up applicable IRS tax charges related to taxable scholarships for international students. Works closely with Accounting and International Student Offices to ensure appropriate accounting treatment and reporting.
- Process Improvement and Institutional Support. Participates in the development, documentation, testing, and implementation of financial aid disbursement accounting procedures and system changes. Identifies opportunities

to improve internal controls, efficiency, accuracy, and compliance. Serves as a subject matter resource to staff and other departments regarding financial aid disbursement accounting processes and related systems. Supports strategic planning initiatives and performs other duties as assigned.
- Supports and participates in strategic planning initiatives, and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree in accounting, business, finance, mathematics, or a related field AND two years of progressively responsible professional experience in accounting, financial aid, student accounts, financial services, or a related field, including experience with ERP systems or comprehensive student information systems. OR

- Associate's degree in accounting, business, finance, mathematics, or a related field AND five years of progressively responsible professional experience in accounting, financial aid, student accounts, financial services, or a related field, including experience with ERP systems or comprehensive student information systems.
  AND
- One year of supervisory experience OR completion of department-designated and approved supervisory plan and professional development within six months from the date of hire.

Classification:
- Exempt

Position Type & Work Schedule:
- Full-time, 12-month position
- 38 hours per week, in-person
- Monday-Thursday, 8:00am-6:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:
- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Knowledge of accounting principles, practices, and procedures applicable to higher education and financial aid.
- Knowledge of Federal Title IV financial aid programs and related cash management and disbursement requirements.
- Knowledge of applicable Federal, State, Local, and institutional policies, regulations, and compliance requirements.
- Knowledge of general ledger accounting, account reconciliation, cash management, journal entries, and financial reporting.
- Knowledge of financial aid disbursement processes and student account systems.
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one’s own time
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional, civil, and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt and maintain professional composure in emergent situations

- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:
- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions

Physical Demands:
- Prolonged periods sitting at a desk and working on a computer
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist

Travel:

- No Travel Required

Note:

- Yuma Campus
- Benefits Eligible

APPLICATION PROCEDURE:
The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

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