

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Financial Aid Accounting Specialist  
Code: 17031  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Student Financial Aid and Enrollment Services/ VP Student Affairs  
Reports To: Associate Director Student Financial Aid

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## *Summary*

- **Function:** To utilize professional knowledge to perform timely, accurate and complex reconciliations of federal, state and institutional funds, including loans, grants, academic and athletic scholarships.
- **Scope:** Responsible for decision-making process requiring initiative and judgment while reconciling all accounts including loans, grants, academic and athletic scholarships following Student Financial Aid and Enrollment Services policies and procedures and federal, state and institutional regulations.

## *Duties*

- **Typical:**
  1. Responsible for the complete accurate and timely reconciliation of all accounts including loans, grants, academic and athletic scholarships
  2. Provide necessary monthly reports and reconciliation packages in a timely manner by deadline dates established in the reconciliation master schedule
  3. Responsible for troubleshooting and problem solving systems errors and/or miscalculations from various reporting systems discovered during the reconciliation process, including communicating with other SFAES teams and other university offices to resolve account issues
  4. Responsible for the maintenance and organization of all current and past reconciliation reports and packages, scanning them into electronic files and preparing the hard copy files to be shipped to storage for retention according to institutional, state and federal guidelines
  5. Stay abreast of all institutional, state, system and federal regulations that directly pertain to financial aid and specifically to the reconciliation process. Update and maintain policies, procedures and training materials for the reconciliation position on regular basis
  6. Provide quality and professional customer service to student, parents other external customers, as well as to other staff, both within the Office of

<p>Student Financial Aid and Enrollment Services and within other areas of the university community. Assist other office teams as appropriate</p> <ol style="list-style-type: none"> <li>7. Participate in a minimum of four institutional, departmental and/or outreach events or programs pre years, and minimum of four voluntary departmental trainings and/or webinars per year.</li> <li>8. Perform other duties as assigned</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Attend special training, regional, state and national conferences as necessary</li> <li>2. Serve on committees throughout campus</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from accredited institution.	Graduate coursework in accounting

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent written and verbal communications skills. Commitment to excellence and attention to detail.	N/A
Strong analytical skills.	
Ability to work cooperatively with others in a dynamic environment.	
Criminal Background Check	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in governmental or commercial accounting	Three or more years in government of commercial accounting with two years within higher education Experience with Define, Banner and Crystal Reports

***Equipment***

<b>Required</b>	<b>Possible</b>
Working knowledge of personal computer and calculators; knowledge of Microsoft Office products: Outlook, Word, Excel and PowerPoint	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions	

***Supervision***

<b>Received</b>	<b>Given</b>
Associate Director- Compliance; Office of Student Financial Aid and Enrollment Services	N/A

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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