

## ***Financial Aid Compliance Coordinator***

The Financial Aid Compliance Coordinator contributes to the mission of Belhaven University by serving to establish, update, and maintain written policies and procedures that ensure compliance with federal, state, and institutional financial aid requirements. This position will also remain current on changes to regulations affecting management of student financial aid and provide recommendations and training to appropriate individuals concerning financial aid compliance. The FA Compliance Officer will report directly to the Director of Financial Aid.

### ***JOB RESPONSIBILITIES***

- Responsible for maintaining policy and procedural documentation for internal training as well as in federally accepted format for auditing purposes.
- Responsible for monthly data reconciliation of all federal funds
- Responsible for all State Aid reconciliation and reporting
- Responsible for reconciling outside is between FA – Student Accts – Business Office
- Responsible for processing of the following specific Federal Student Aid areas:
  - Reconciliation of Multiple Reporting records in a timely manner
  - Monitoring NSLDS Transfer Monitoring reports on a monthly basis
- Responsible for transmitting aid to student accounts on a regular basis
- Attend regular training in student financial aid administration to stay abreast of compliance regulations as they pertain to federal, state and institutional aid.
- Assist the Director with special projects, reporting and internal controls as requested.
- Perform duties as may be assigned by the appropriate authority.

### ***PREFERRED SKILLS***

- Requires a strong working knowledge of higher education federal and state financial aid programs, policy and procedures, and processes.
- Demonstrated administration of regulations governing those programs.
- Proven management skills and leadership development

### ***QUALIFICATIONS***

- Bachelor's degree or equivalent education with a minimum of five years of progressive Financial Aid experience required. NASFAA Financial Aid credentials preferred and may be considered to supplement education/experience requirements.
- Excellent communication skills, both verbal and written.
- Ability to work both independently and collaboratively in a dynamic and demanding environment.
- Proven ability to manage multiple complex assignments with sensitivity to deadlines, priorities and changing circumstances.
- Demonstrated professional work ethic and positive, problem-solving attitude and troubleshooting skills.
- Must fully support the University Vision, Mission, and Statement of Faith found at [www.belhaven.edu/belhaven/mission.htm](http://www.belhaven.edu/belhaven/mission.htm).

### ***APPLICATION GUIDELINES***

Send cover letter, resume, list of 3 references and statement of faith to:  
Belhaven University  
Director of Financial Aid  
dbraswell@belhaven.edu