

Position Description - Classified

Position Status:

Working Title		Position Number
Financial Aid Accountant		E00454
Classification Title		Classification #
Accountant I		C1202
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location		Department / Division
Monmouth - Polk		Accounting & Business Services
Reports to		Reports to Position Number
Bursar		E99216
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is in the Western Oregon University office of Accounting and Business Services (ABS). ABS is responsible for the processing and reporting of all financial transactions for the campus. The operation of the office directly affects each of the institution's employees, students, suppliers, student sponsors, employees of other state agencies, and members of the public. Operations are vital to the independent operation of the campus. The office has thirteen employees excluding students and temporary hires.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position is responsible for Perkins Loan program accounts, providing information for required aid reports, and handling the accounting functions for grants and scholarship accounts. This position also communicates with the financial aid office regarding disbursements, withdrawals, and returns to Title IV.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
35	<p>Federal Perkins Loan Program</p> <ol style="list-style-type: none"> 1. Update General Ledger accounts based on information provided by the Perkins Loan Software and other sources 2. Prepare financial reports as required by the Perkins Loan program 3. Provide Perkins Loan borrowers with exit interviews 4. Maintain working knowledge of the Perkins Loan program regulations and systems.
15	<p>Scholarships</p> <ol style="list-style-type: none"> 1. Prepare and maintain record of funds to be disbursed to students from non-Federal sources 2. Disburse private scholarship funds to student accounts 3. Correspond with sponsors and/or students to resolve questions
15	<p>Reconciliation of General Ledger Accounts to Subsidiary Accounts</p> <ol style="list-style-type: none"> 1. Federal Programs (Pell Grant, Perkins Loan, Federal Direct Loans) 2. Grants (Opp Grant, Student Educ Opp Grant) 3. Scholarships (Private, Institutional)
15	<p>Third-Party Tuition Assistance</p> <ol style="list-style-type: none"> 1. Assist the Assistant Bursar with application of authorized awards 2. Assist the Assistant Bursar with billings to third-party entities
15	<p>Student Accounts</p> <ol style="list-style-type: none"> 1. Return to Title IV 2. Handle calls and emails from students 3. Process PLUS loan refunds
3	<p>Campus Retention Officer</p> <ol style="list-style-type: none"> 1. Maintain and coordinate the campus records retention program 2. Evaluate and update the policies and schedules of the program
2	<p>Other Duties as Assigned</p>

Working Conditions:

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.
Occasional contact with hostile individuals. The office is extraordinarily busy, resulting in frequent interruptions to work.

Guidelines:

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
WOU fiscal policies and procedures Federal Financial Aid Regulations and manuals Oregon Administrative Rules and Oregon Revised Statutes (About Public Records) FA Accountant Desk Manual
How are these guidelines used to perform the job?
These guidelines are used to assure that Federal, State, and University policies and procedures are followed.

Work Contacts:

Who contacted	How (email /)	Purpose	How often?
Internal	Phone/Email/Person	Answer questions, provide information	Daily
External	Phone/Email/Person	Answer questions, provide information	Daily

Job Related Decision Making:

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decision where possible.
This position makes technical interpretations of Federal regulations in reaction to borrower contacts. Incorrect interpretations could result in a loss of program or institutional funding.

Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
This position is reviewed by the Bursar. This review is performed once a year. Work is also audited by Internal Auditors and annual compliance audits.

Additional Job-Related Information:

Any other comments that would add to an understanding of this position
High volume of time-sensitive work, and interruptions.

Special Requirements / Preferred Qualifications
<p>MINIMUM QUALIFICATIONS</p> <ul style="list-style-type: none">• Bachelor's degree with CPA or PA certificate; OR• Bachelor's degree with 30 quarter (20 semester) hours of college-level Accounting, OR• 30 quarter (20 semester) hours of Accounting courses and three years of Accounting experience.*• Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. <p>*Accounting experience must include at least 3 of the following:</p> <ul style="list-style-type: none">• Preparing transactions to be recorded in records of original entry;• Preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries;• Summarizing data from a ledger to a trial balance;• Closing accounts at the end of an accounting period;• Applying PC spreadsheet, database, and word processing software;• Processing data using a computer.

Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		