



**Office of Scholarships and Financial Aid
Coordinator Fiscal Operations (Acct II)**

Job Summary:

- Ensure all financial aid disbursements are processed efficiently, accurately, and in accordance with Title IV requirements. Financial Aid disbursements occur each night and total more than \$150 million annually. Included within this realm is bi-weekly FWS payroll processing. This responsibility requires a thorough understanding of the financial aid process, the Banner system, and Title IV eligibility requirements. Employee must have the ability to make decisions independently regarding appropriate actions when errors or problems exist.
- Assist in reconciling federal (app. \$110 million), state (app. \$8 million) and institutional (app. \$2 million) programs monthly and annually and process all reports associated with disbursement reporting. This responsibility requires attention to detail and the ability to understand the flow of information from one entity to another and where potential breakdowns may occur, whether they are within Banner or another entity. The ability to interpret regulations/requirements independently is critical to ensure timely reporting and reconciliation.
- Assist the Fiscal Operations unit leader in the daily administration of the unit, including fulfilling duties in his/her absence.
- Promotional Opportunities may be available through an established career development plan.
- Employment is contingent upon successful completion of a pre-employment background investigation.

Qualifications:

- Bachelor's in Accounting, Business or related area.
- Two years related experience.
- Interaction with the public
- Spreadsheet Software and Banner System
- Accounting and Bookkeeping
- Title IV and Scholarship Experience
- Interpersonal Communication Skills
- Financial Aptitude
- Attention to Detail
- Ability to Work in a Team Management Environment

Application Procedure:

- Qualified applicants please apply online at <http://hr.okstate.edu/employment-opportunities>
- Contact Human Resources Staff for assistance at (405) 744-2909, email osu-hr@okstate.edu.
- Attach Resume, Cover Letter, and a List of Professional References with your completed Application.
- Position open until filled.

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