Definition of Class
This is a non-supervisory position in which the incumbent performs complex reconciliation’s of Federal, State, and University accounts and is responsible for records management in the area of financial aid accounting.

Examples of Work Performed
Process time sheets for student workers. Monitors and/or adjusts financial aid figures to ensure that earned wages are consistent in both systems.

Receives, records, copies, deposits, and distributes incoming checks. Prepares rosters for upload. Copies and files paper documentation.

Prepares requests for disbursement and paybacks to student accounts. Enters memos to student’s records, prepares and loads adjusting entries into financial aid system. Prepares and sends communication to students and outside agencies. Investigates and corrects and discrepancies found. Copies and files paper documentation.

Prepares requests for payment to external sources.

Receives state grant rosters, verifies eligibility, and posts awards to student’s records in financial aid system. Monitors disbursement activity.

Prepares refund rosters and requests for payment to return funds to outside agencies. Completes balancing reports. Verifies end-of-term enrollment reports.

Assists in preparing surveys for outside agencies.


Gathers withdrawal information and performs Return of Title IV Funds calculations. Prepares requests for payback, enters memos, posts transactions to financial aid system, corresponds with student and copies and files all documentation.

Monitors email accounts for incoming messages and prepares responses.

Monitors dropped hours during the institutional refund period. Recalculates Pell Grant eligibility and prepares paybacks for ineligible students.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs reconciliation functions for all accounts for which Financial Aid has signatory authority.

2. Performs complex and routine accounting, auditing, and book-keeping duties using electronic means such as spreadsheets and report writing tools.
3. Processes special programs as assigned to the Accounting area.
4. Performs routine clerical tasks.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job includes close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle or feel.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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