

DESERT COMMUNITY COLLEGE DISTRICT

FINANCIAL ANALYST

BASIC FUNCTION

Under the direction of the Director of Fiscal Services, provide internal audits and controls to assure fiduciary responsibility in areas of financial aid and student account ledgers; disburse funds to student accounts and perform complex accounting and statistical record-keeping.

REPRESENTATIVE DUTIES

Essential functions:

1. Maintain accounting records, analyze and provide controls for records of state and federal student financial aid programs related to the flow of financial aid monies to students; assure District's fiduciary responsibility regarding distribution of financial aid awards.
2. Maintain transaction codes for student ledgers; initiate and maintain registration fee details each semester; issue and maintain security levels for batch ID users in the accounts receivable posting system and position appropriate District student management system.
3. Coordinate reconciliation efforts with the Enrollment Services offices by sampling student accounts for audit; analyze accuracy of financial records; make adjustments as appropriate to ensure accuracy and monitor internal controls in the registration/accounting cycle.
4. Coordinate with the Financial Aid office and the Foundation for scholarship and financial aid disbursements; prepare the drawdown of federal monies from federal government websites and prepare reconciliations of related bank accounts.
5. Calculate student refunds in accordance with Title IV program guidelines. Post tuition, dining, bookstore and other funding to student accounts. Oversee student related refunds/overpayments.
6. Report year-end financial aid activity to the Department of Education; compile information and prepare FISAP and other financial aid reports; assist in the preparation of financial statements and records for the district's annual audit; assist in the preparation of audit report responses and implement recommendations, when appropriate.
7. Develop, coordinate and oversee internal audit procedures relative to proper posting to student ledgers.
8. Monitor the Chancellor's Office and the U.S. Department of Education websites to review changes to state and federal guidelines and technical accounting regulations; interpret and communicate changes in guidelines.
9. Monitor federal guidelines and mandates relative to Federal Work Study activity in coordination with the Financial Aid office and Payroll Department.
10. Assist with MIS reporting reconciliation, including verification of state/federal funding and other financial aid awards.
11. Administer, coordinate and verify issuance of 1098T tax forms to students including monitoring of IRS and NACUBO websites for regulation updates and serve as point of contact for students and related agencies.
12. Oversee, reconcile and report student receivable balances to the appropriate collection program. Balance and record revenue when received and adjust for administration fees.

Other functions:

13. Assist other personnel in the accounting classification function as necessary.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Auditing and analyzing financial aid records and student service ledgers; financial statement preparation; generally accepted accounting principles and practices; financial aid regulations and policies.

Ability to:

Analyze documents and take corrective action as necessary; prepare a complete set of financial reports; perform difficult and complex financial record-keeping; perform functions utilizing complex computer software; calculate complex Department of Education student refunds; work cooperatively with others; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; communicate, interpret and explain state and federal laws and regulations; self-motivate;. communicate effectively both orally and in writing to exchange information in person and on the telephone; develop clear and concise correspondence, memos and reports; type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects up to 25 pounds, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree with course work in accounting or business administration and two (2) years accounting related experience including at least one (1) year of demonstrated work experience involving auditing or bookkeeping of complex accounts. Knowledge of MS Excel, Word and student management databases.

Preferred experience three (3) years of accounting related experience, including at least two (2) years of demonstrated experience involving auditing or bookkeeping of complex accounts.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions

RANGE 17

Adopted: 7/2000

Revised: 4/2020