



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: STUDENT & FINANCIAL SERVICES ADMINISTRATOR - TOM P. HANEY TECHNICAL COLLEGE

QUALIFICATIONS:

1. Bachelor's degree in Finance/Accounting or related field
2. Two (2) years of administrative experience in student services and financial aid programs in a technical/vocational center, community/state college or university

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Administers the system of application for, and dissemination of, financial aid awards and services for students enrolling and attending Tom P. Haney Technical College.
2. Coordinates Student Services' functions including financial aid, registration, attendance, withdrawals, etc.
3. Supervises the Student and Financial Services staff.
4. Ensures that student requirements are met for enrollment and for financial assistance eligibility.
5. Determines aid amount awarded to students, considering available funds, extent of demand and student needs.
6. Authorizes release of funds for students and prepares required records and reports.
7. Utilizes federal and state financial aid and enrollment reporting systems as required for compliance and reporting.
8. Assists with the development, implementation, monitoring and revision of Student Services policies and procedures.
9. Participates in the development and maintenance of financial aid policies and procedures as required by federal and state regulations and other funding agencies.
10. Reviews all financial activity in the internal fund, Pell and money market accounts for accuracy and compliance.
11. Prepares month-end financial reports as required.
12. Reviews and approves student accounts and bad debt write-offs.
13. Reviews daily cashier receipts and makes deposits.
14. Provides all needed documents, data and responses for external financial audits and federal/state compliance audits.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan

Reviewed by Dept. of Human Resources

APPROVED JAN 24 2023

Adopted by Bay District School Board