



Job Announcement

Fiscal Specialist 1 – 151E

Student Financial Services
Full-Time Classified Position/State-Funded

Salary Range: 39 \$2,598 to \$3,377 Monthly

Recruitment Availability: **Open Date:** October 29, 2009 **Close Date:** November 9, 2009

Benefits: Excellent fringe benefits including health, vision, and dental insurance for entire family (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

The Fiscal Specialist 1 provides fiscal support in the delivery of federal, state, and institutional financial aid funds to students. This position maintains a comprehensive system of fiscal recordkeeping for the Financial Aid Department and reports fiscal activity to staff and administrators. The Fiscal Specialist 1 will provide extensive customer service on the telephone and in person to customers of various socio-economic and cultural backgrounds. This position reports to the Director for Student Financial Services.

PRIMARY RESPONSIBILITIES

- Coordinate the delivery of funds from the federal and state student grants and loans program by scheduling, reviewing, evaluating, approving and monitoring expenditure reports and spread sheets in order to comply with federal and state regulations;
- Collaborate with cashiers to get refunds back to students or financial aid programs;
- Collaborate with Business Office personnel to reconcile federal and state student financial aid expenditures and to accurately complete Return of Title IV Funds requirements;
- Navigate student loan software program to release and download student loan funds and create quarterly mail merges to notify students of receipt of loan funds;
- Access and drawdown financial aid applications from the Department of Education database;
- Collaborate with Business Office personnel to return loan funds to lenders in a timely manner;
- Review and evaluate academic plans to ensure degree requirements are eligible for financial aid;
- Review student financial aid applications and compare income tax and other documents to verify accuracy of reported taxed and untaxed income and household size and make revisions as appropriate using Department of Education software;
- Check National Student Loan Data System for students' federal financial aid status;
- Review applicant files and make financial aid awards;
- Explain student file content, policies, procedures and activities to assist students in funding their education and recommend courses of action;
- Coordinate financial aid information with campus personnel and outside agencies;
- Conduct First Year Introduction sessions and other financial aid workshops; and
- Perform other duties as assigned.

CBC HUMAN RESOURCES OFFICE

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REQUIRED QUALIFICATIONS

- High School graduation or equivalent and two (2) years of experience in the program specialty, or equivalent education/experience.

SKILLS AND ABILITIES

- **Analytical Skills** – Collect and evaluate detailed data.
- **Computer Skills** – Proficiency and accuracy in Windows file management, Microsoft Office, Financial Aid Management system, Student Management System, Financial Management System, and EdExpress.
- **Customer Service Skills** – Manage difficult or emotional customer situations; respond promptly to customer needs and requests for service and assistance.
- **Oral Communication Skills** – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentation skills; participate in meetings.
- **Quality** – Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
- **Language Skills** – Read, analyze, and interpret technical procedures or governmental regulations; effectively present information and respond to questions from groups of students, staff, and the general public.
- **Program Skills** – Have a high level of knowledge of the operation of federal, state, and institutional financial aid.

TERMS OF EMPLOYMENT

This position is available November 23, 2009. This is a twelve (12) month full-time position, forty (40) hours per week, and overtime-eligible. The scheduled work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m. with occasional local travel and some flexibility in the work schedule required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 50 pounds;
- Frequent repetitive hand and wrist motions;
- Frequent use of computer and exposure to terminal screen;
- Ability to sit for long periods of time; and
- Frequent need for oral, written and auditory communication.

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APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Signed Affirmative Action Data Form.
 - b. Applicant Notification & Disclosure Statement (Background Check).
 - c. Department of Retirement Systems Retirement Status Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.

****Please note that selected interview candidates will be subject to a supplemental test that will measure skills and abilities in the following areas: grammar and typing test and basic skills in Microsoft Excel.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact Jessica Miller in the Human Resources Office at (509) 542-4833. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4833.

UNION CLAUSE

This is a bargaining unit position. Pursuant to a collective bargaining agreement, the successful applicant must (1) become a member of the Washington Public Employees Association (WPEA), (2) pay a representative fee, or (3) pay a non-association fee within 30 days of employment.

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