

## **Mid-America Baptist Theological Seminary Job Description**

**Job Title:** Financial Aid / Business Associate  
**Department:** Office of Finance Aid  
**Reports To:** Vice President for Finance, Operations & Advancement  
**FLSA Status:** Part-time Non-Exempt  
**Prepared Date:** February 20, 2024  
**Classification:** Regular Part-Time, 25-29 hours/week  
**Schedule:** Monday-Friday, 10:00a-3:30p or adjustable, Onsite

### **SUMMARY**

This position will assist all students who have applied for financial aid or seek information that will guide each student through the aid process while using appropriate policies and regulations. The ideal candidate will provide support for various operational and problem-solving functions such as reporting and maintaining a scholarship spreadsheet, and filing of records, both physical and digital. This position will also assist in data entry of donations received to help ensure communications with the Development Office. Current Mid-America students are not eligible for this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed or required.

- Maintain financial aid spreadsheet(s), insure complete information on applicants and scholarships
- Update job manual as processes and/or requirements dictate
- Manage Office of Financial Aid calls and visitors
- Accurately retrieve and enter data in student information system
- Correspond with applicants via email/letters
- Maintain all financial aid and VA files as needed
- Request and monitor submission of student information and documentation for financial aid and VA benefits as needed
- Assist with reporting requirements as needed
- Enter donor and/or donation information into the donor system
- Assist Accounts Receivable and Development Office in reconciliation of donations between systems
- Assist Accounts Receivable in making deposits, including online transactions

**OTHER DUTIES AND RESPONSIBILITIES** may include the following.

- Cross-train with Accounts Receivable Coordinator
  - Deposit processing
  - Posting to student accounts
  - Exporting / importing revenue to general ledger system from student information system
  - Coordination of payment plans with 3<sup>rd</sup> party payment processor
- Cross-train with Vendor Correspondence Coordinator
  - Processing statement/invoices
  - Processing payables
  - Reconciling Credit Card statements
- Assist with weekly/monthly financial reporting

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Specific Skills**
  - Previous experience in Financial Aid administration preferred
  - Experience with VA benefits preferred
  - Excellent communication skills, both written and oral
  - Excellent organization skills
  - Detail-oriented
  - Enthusiastic about informing and working with students
  - Experience in Microsoft Office products (Excel, Word, and Outlook) with a proficiency in Excel
  - Able to learn new software
  - High level of demonstrated integrity and ethical behavior
  - Must maintain confidentiality concerning the personal finances of students receiving aid as well as all donor-related information
  - Must be able to multi-task
  
- **Education and/or Experience**

High school diploma or higher. Undergraduate degree preferred. Having related experience is a plus.
  
- **Language Skills**

Ability to read and interpret documents such as rules, procedures, and reports. Ability to write routine reports and correspondence. Ability to communicate effectively with staff, faculty, students, and potentially donors.
  
- **Reasoning Ability**

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to diagnose problems, determine solutions, and follow through to satisfactory resolution.
  
- **Work Environment**

Indoor office. Employee is expected to be self-sufficient and work with limited supervision.
  
- **Other Qualifications**

Sincere allegiance to the mission of the school  
Personal faith in and commitment to Jesus Christ  
Professional expertise and integrity  
Excellent organizational skills  
Excellent interpersonal skills  
Caring, compassionate, and patient attitude
  
- **Physical Abilities**

While performing duties of this job, the employee is required to sit for long periods, stand, walk, use hands, reach with hands and arms.

*This description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.*