

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Financial Aid Officer
<b>DEPARTMENT</b>	Student Financial Services
<b>CATEGORY</b>	Salary
<b>REMUNERATION SCALE</b>	\$47,834 - \$62,939
<b>REPORTS TO</b>	Director of Student Financial Services

**POSITION SUMMARY**

The Financial Aid Officer (FAO) provides detailed information and counseling related to financial planning for Burman University as well as monitoring the fulfilment of financial commitments. The FAO will be the designated individual for development and design of departmental forms both for internal and external use in print and web applications as well as ensuring web information is accurate and quickly updated. Additional major responsibilities include rental property management, scholarship verification/processing and providing accounting assistance to the Director.

**ESSENTIAL JOB FUNCTIONS**

- Provide information to students about financial requirements for attending Burman including the preparation of Spending Plans and advising on basic student loan and scholarship information for both Canadian and US students
- Track the financial commitments made by students and families and notify when necessary to ensure commitment fulfilment
- Provide assistance to the Director with all aspects of verifying and awarding scholarships for Burman
- Coordinate the non-dormitory housing units tenancy and maintenance
- Manage the 'deposit' accounts:, housing, dormitory, Confirmation of Attendance
- Operate and oversee tasks required to produce ID Cards
- Generate daily/monthly creation of A/R receipting batches including US/Canadian cheques, cash, POS slips (debit/credit cards), automatic payment system (Auth.net), bank wires, pre-authorized debits, electronic payments, and branch to branch transactions, followed by balanced summaries to Accounting Services for further bank processing
- Ordering office supplies for the institution supply room/all departments and submit purchase orders to Accounting Services
- Work with the Director and other FAO to manage the Church Matching Program
- Complete all required documents, remittance, confirmations and other tasks relating to Canadian & US student loans

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Two years post-secondary training or equivalent

### **EXPERIENCE**

- Two to three years related experience

### **SKILLS**

- Superior ability in all current Microsoft Office programs with an emphasis on Excel, Word, and Publisher
- Exceptional ability for clear, concise, and understandable written and verbal communication
- Strong organizational skills with the ability to prioritize tasks, meet deadlines, take initiative and work in a fast-paced environment.
- Ability to quickly and accurately process detail work
- Strong analytical, critical thinking and problem-solving skills
- Ability to discuss sensitive issues such as people and their finances
- Ability to respond with a calm and steady demeanor in pressure situations
- A high commitment to customer service
- Solid attention to detail with an aptitude for working with numbers

### **PERSONAL**

- Enjoy working with an established team and contributing to the “team” spirit within the entire Finance Department
- Enjoy a fast-paced work environment with a variety of job demands including face-to-face, electronic and telephone interactions with students, parents and internal staff
- Demonstrate an analytical method of managing new information and decision-making
- Realize that tasks and corresponding responsibilities will shift from time to time to keep pace with the demands of the department
- Exhibit a curiosity leading to life-long learning
- Have a positive and welcoming spirit
- An active member of the Seventh-day Adventist Church
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University