



MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

INTENT TO EMPLOY

Posting Date: September 2, 2020 **(DEADLINE EXTENDED)**

POSITION: FINANCIAL AID OFFICER/ACCOUNTING ASSISTANT

SUMMARY: The Financial Aid Officer/Accounting Assistant should be familiar with the rules and regulations governing Federal Student Financial Aid and day to day operations of the business office.

MINIMUM QUALIFICATIONS:

- At least 3 years' work experience in accounting, finance, financial aid, or related field.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to work effectively with a diverse population of students, faculty, and staff.
- Proficient use of Spreadsheets, Databases, and Word Processing such as Microsoft Word, Excel, etc..
- Possess strong organizational, time management skills.
- Possess good interpersonal and intrapersonal communication skills.
- Possess a strong work ethic and exemplify willingness to perform duties as directed.
- Must pass required State of Alabama Background Investigation.

DESIRED QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, Finance, or related field
- Experience working with student financial aid.
- Experience working with accounts payable
- Experience working knowledge of Federal Title IV program

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the ACCS Board of Trustees and the MMI Faculty/Staff Handbook, the successful candidate will also perform the following duties:

- Answer general questions regarding the Federal Title IV program.
- Use federal, state, and institutional guidelines to award financial assistance within the framework set by the Director
- Counsel students and parents about the program and provide assistance in completing the application.
- Establish and maintain student files to ensure required documentation has been submitted. Inform students if files are not complete.
- Ensure Title IV applicants are eligible to receive federal assistance, (i.e., are not in default, do not owe an overpayment to the Title IV Program, have not previously used eligibility at other institutions inappropriately, etc.).
- Enter required data from the verified Student Aid Report into the Banner system.
- Verify enrollment status of students on program to determine eligibility for each term disbursement.
- Ensure Title IV recipients are maintaining satisfactory academic progress. If not, send probation and/or suspension letters to those students.
- Assist the Director with reconciling term and annual reports for the College and the Department of Education.
- Prepare and disburse award letters to students verifying term award amounts.
- Assist the Director with coordination of VA benefits.
- Enter accounts payable invoices for the business office
- Reconcile invoices to purchase orders
- Perform other tasks that relate to the position, as directed.

SALARY: Salary Schedule E3; \$31,077 to \$35,040, based on relevant education and experience.

PROJECTED START DATE: ASAP.

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received in the Human Resources Department by September 23, 2020, at 4:30 p.m.
2. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement].
 - Copy of high school diploma or GED and all college transcripts (if a degree is required) [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].
 - Three signed letters of reference (not older than 1 year) from individuals other than those referenced on application. Reference letters must be signed by the writer.
3. Applicant files that are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers, if applicable.
6. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334)683.2368
cpaige@marionmilitary.edu
www.marionmilitary.edu

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. E-mailed or faxed application packets will not be accepted.

MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at (334) 683.2368.

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.