

**Job Descriptions
Finance Positions**

Accountant

Utilize Excel, Access, general ledger accounting and loan system software and system generated reports to analyze accounting transactions and produce journal entries, trial balances, and periodic reports. Create financial statement packages utilizing report writer function of general ledger software as well as Word and Excel. Prepare and update text and numerical data to produce financial statement notes. Prepare reports. Initiate payment transactions. Download and analyze data from secured bank website.

Prefer candidates with a Bachelor's degree in a financial discipline from an accredited institution, with at least 12 credits in accounting subjects and 3-6 years professional accounting experience.

Accounting Clerk

Performs data entry, processes transactions, and understands system functions, reports and customer data. Reviews and verifies accuracy of payment postings, processes refunds and default claims, and creates default masters. Creates Excel spreadsheets and uploads transactions to mainframe system.

Auditor

Responsible for assisting in performing audits and reviews of lenders, servicers, and institutions participating in HESAA-administered programs. Assists in performing reviews of collection attorneys. Performs internal control assessments.

Budget & Financial Analysis Manager

Responsible for system-wide budgeting and fiscal planning. Assists in developing budgetary and fiscal management policies and translating policy into program through conducting research on substantive questions, identifying alternative courses of action and coordinating resource requirements. Reviews, authorizes and recommends action on specific financial transactions; reviews the financial aspects of proposals submitted for capital projects.

Prefer candidates with a Bachelor's degree in a financial discipline from an accredited institution, with at least 12 credits in accounting or finance subjects and 3-6 years professional experience in financial analysis.

Collections Supervisor

Supervises and advises staff, distributes workload, and handles reporting and complex loan issues. Conducts key testing on system programming updates and ensures operational integrity. Responsible for collection of delinquent and defaulted accounts as well as prevention of such. Assists in the collection of defaulted accounts and the resolution of delinquent accounts. Explains State and Federal regulations governing the Authority's programs to appropriate lenders, colleges, school authorities, parents, and student borrowers. Analyzes financial statements and negotiates repayment schedules.

Collector

Responsible for collection of delinquent and defaulted accounts as well as prevention of such. Assists in the collection of defaulted accounts and the resolution of delinquent accounts. Explains State and Federal regulations governing the Authority's programs to appropriate lenders, colleges, school authorities, parents, and student borrowers. Analyzes financial statements and negotiates repayment schedules.

Financial Analyst

Assists in preparation, detailed analysis, and distribution of financial information; evaluates, develops, and recommends fiscal policy that will result in sound financial management; analyzes, interprets and communicates financial operating results to units; conforms with all State and Federal regulations, policies, and procedures.

Junior Accountant

Utilizes Excel, general ledger accounting, and loan system software as well as system generated reports to analyze accounting transactions and produce journal entries, trial balances, and periodic financial reports. Creates payment transactions. Downloads and analyzes data from secured bank website.

Prefer candidates with a Bachelor's degree in a financial discipline from an accredited institution, with at least 12 credits in accounting subjects or an Associate's degree in accounting or a related financial discipline from an accredited business school with at least two years of work experience.

Monitoring and Testing Analyst

Conducts ongoing testing of compliance with laws and regulations. Responsible for identifying procedural or training weaknesses. Monitors communications with customers. Assists Authority personnel with development of quality control test scripts; conducts second line of defense quality assurance review of testing; conducts independent monitoring of controls to provide validation of control efficacy; and produces reports. Develops Key Risk Indicators (KRIs) in order to forecast compliance risk.

Senior Accountant

Reviews and creates financial statement packages utilizing report writer function of general ledger software as well as Word and Excel. Creates modifications to report writer financial report formats. Reviews, prepares, and updates text and numerical data to produce financial statement notes. Reviews and prepares reports as required. Initiates payment transactions. Downloads and analyzes data from secured bank website. Initiates transactions on secured bank website as directed by Controller. Supervises and advises staff. Interacts with Controller and external auditors to facilitate completion of financial statement and agreed upon audit procedures.

Prefer candidates with a Bachelor's degree in Accounting from an accredited institution with a minimum of 7 years professional accounting experience.

Tax Verification Expert

Must possess an extensive knowledge of Federal and State income tax returns to assist in the processing and verification of all financial aid applications and supporting documentation submitted to verify program eligibility. Experience in working in higher education a plus.