

Range	28
Hours	8
Week	40
Months	12

SHASTA-TEHAMA-TRINITY JOINT  
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Financial Aids Bookkeeper - Scholarship Processor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform responsible bookkeeping and clerical accounting functions in the preparation, maintenance, and handling of short-term loans and scholarship funds processed through the Financial Aids Office and to coordinate and process short-term loan and scholarship activities, operations, and reporting functions as required. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may train, oversee, and monitor the work of student assistants as required. this job class exercises responsibility for the accurate and timely processing and maintenance of financial and other transactions, records, and accounts related to scholarship and short-term loan activities and operations processed through the Financial Aids Office. This job class functions at a journey level of classification and requires independent judgment and decision and making regarding standard bookkeeping and scholarship processing procedures and requirements.

SUPERVISOR: Financial Aids Office Manager

TYPICAL DUTIES:

- Maintains fiscal/accounting records, journals, and ledgers and processes fiscal transactions related to student scholarship funds and short-term loans
- Maintains scholarship/short-term loan accounts; posts to accounts funds and short-term loans
- Coordinates and processes student scholarship activities and operations to include advertising available scholarships and timelines, receiving and maintaining scholarship applications, and preparing sponsor files, scholarship packages, and summary reports for scholarship committees
- Assists students in completing scholarship applications ensuring that all required information and data is obtained
- Contacts scholarship sponsors regarding the initiation of new and reinstated scholarship and notifies sponsors of scholarship awards
- Prepares sponsor/recipient award listings and notifies students of scholarship awards.
- Coordinates scholarship awards assembly and coordinates sponsor and recipient attendance.

### TYPICAL DUTIES (Cont'd.):

- Processes short-term student loans and maintains related accounting/bookkeeping records and ledgers.
- Processes scholarship award disbursements; prepares checks and routes to Office Manager and Business Office for proper authorization and distributes checks to student recipients.
- Provides information to students regarding short-term loans and procedures; assists students in completing applications ensuring that all necessary information/data is obtained.
- Prepares eligibility worksheets to determine grant receipt, enrollment status, EOPS eligibility, and previous loan status.
- Prepares various loan documents required for loan processing; prepares checks, types promissory notes, and routes to Office Manager for review, authorization, and signature.
- Disburses loan checks to students.
- Enters loan transactions into appropriate ledgers and journals.
- Types and processes listings of outstanding loans to be sent to collection agency (CO-TOP) for handling.
- Processes scholarship and short-term loan refunds as required.
- Performs other related duties similar to the above in scope and function as required.

### EMPLOYMENT STANDARDS:

#### Knowledge of:

- The purposes, methods, and practices of financial record keeping.
- Financial record keeping and general bookkeeping principles and procedures.
- Modern office methods and procedures.

#### Ability to:

- Learn district policies, procedures, and requirements related to the processing of student scholarship awards and short-term loans
- Understand and carry out directions in an independent manner
- Apply general rules and regulations to specific cases
- Perform arithmetic calculations accurately and rapidly
- Type accurately at a rate required for successful job performance including statistical typing of forms and reports.
- Operate office machines and equipment including computer terminal, calculator, and copy machine

### EMPLOYMENT STANDARDS (Cont'd):

- Establish and maintain a variety of record keeping systems and to prepare a variety of financial and statistical reports related to assigned financial aid operations and activities.
- Prepare and maintain accurate reports and financial summaries
- Identify and correct errors in a variety of mathematical computations and financial documents.
- Communicate effectively in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EXPERIENCE/EDUCATION:

- Two years of responsible clerical experience; bookkeeping background preferred.
- A.A. degree in accounting or secretarial skills or equivalent. Appropriate experience may be substituted.