



# Position Description

## January 2023

### **DIRECTOR OF FINANCIAL AID & COMPLIANCE**

This position serves to manage and coordinate the delivery of Title IV funds, grants, scholarships, and other aid to students, and to ensure the continuity and integrity of student and alumni financial records of a small, private, not for profit, regionally and professionally accredited higher education institution. The Director of Financial Aid works directly with all constituents including faculty, staff, students, alumni, as well as federal and state agencies and accreditors to ensure compliance with accreditation standards and Department of Education standards. The best fit candidate is organized, attentive to detail, articulate, outgoing, has a positive and attentive disposition, and presents oneself in a professional, warm, inviting manner at all times.

#### **Employer Expectations Overview**

CCMS is a community of integrity and excellence comprised of student-focused death care educators and administrators. Our campus culture embraces the expectation that each member of its community governs with conviction in the betterment and service of others. Our team values the institutional mission and the responsibilities entrusted to us, both collectively and individually, to promote expansive knowledge, professionalism, ethical guidance, positivity, and support of others.

#### **Essential Skills and Attributes**

A successful candidate and team member brings the following minimum skills and attributes:

- Desire to serve in higher education that is specialized in death care.
- Support the needs of a diverse community of students, colleagues, and professionals.
- Exercises confidentiality at all times and acts in compliance with federal, state, institutional standards.
- Governs oneself with autonomy, integrity, and reverence for others.
- Holds others accountable for the same standard of integrity and reverence.
- Ability to observe, analyze, assess, and develop concepts/plans for improvement.
- Possesses a pleasant, approachable disposition and a genuine willingness to help others.
- Displays intentional regard and kindness, ensuring a positive experience for all with each encounter.
- Displays effective and professional communication skills verbally, non-verbally, and electronically.
- Desires to receive instruction, experience professional growth, and act collaboratively as a team.
- Possess excellent organizational skills and the ability to prioritize, multitask, and meet deadlines.
- Willingness to learn new technologies, programs, and processes associated with position.
- Punctuality and history of excellent attendance and is flexible with scheduling.
- Ability to read, translate data, and type fluently with accuracy.
- Lifting (up to 50lbs), balancing, pushing/pulling, climbing, and kneeling.

#### **Essential Job Functions – Financial Aid**

- Direct financial aid office operations; assure compliance with federal, state, and institutional regulations and policies.
- Manage annual budget for financial aid programs and annual office budget.
- Oversee and administer all independent and federal audit functions for the office.
- Award all types of financial aid, including federal, state, third party, and institutional funds.

- Provide training for all college personnel related to financial aid and other assigned duties.
- Perform federal verification, R2T4, SSCR, and NSLDS functions.
- Analyze and compile statistical data and complete required federal and state reports such as the FISAP, IPEDS, HLC, and U.S. and Ohio Departments of Education reporting.
- Develop, implement, maintain, manage, and improve technological financial aid processes and systems; write and revise policies and procedures for office as needed.
- Develop and manage the college's scholarship program, providing ongoing development, promotion, communication, and reconciliation of scholarship opportunities, award schedules, disbursements, funds outstanding.
- Complete other duties as assigned.

## Essential Job Functions

- Responsible for managing compliance calendar and confirmation tasks completed to assure compliance.
- Provides monthly reconciliation of continuing education programs, fees charged and collected, expenses incurred, and revenue generated in association with development director.
- Provides term reconciliation of student billing processes to assure accuracy and correct errors.
- Processes 1099s annually for distribution to recipients.
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- Provides monthly reconciliation of admitted students, accurately tracking student status in the admissions process (accepted, confirmed, enrolled, etc.)
- Assures draw downs from U.S. Department of Education are made timely, labeled appropriately, and reconciled with college and financial aid records.
- Assures financial portion of HLC annual institutional update is completed and submitted timely.
- Conducts sales tax submission to the State of Ohio biannually.
- Conducts monthly reconciliation of college's finances in conjunction with bookkeeper and financial services provider.
- Assists with budget compilation and development on an annual basis.
- Assists with A133, EZ, and other mandated audits.
- Conducts monthly Accounts Receivables reconciliation and develops and implements collections processes as needed.
- Maintain highest levels of personal integrity and ethical behavior in all duties and situations.
- Assures enforcement of the Title IV Separation of Duties requirements at all times.
- Completes other duties as assigned.

## Qualifications

- Master's degree and equivalent job-related experience required.
- Must be a citizen of and/or authorized to work in the United States

## Reports to

- Dean of the College and President & CEO

## Employment Classifications and FLSA Status

- Administrative Position
- Salaried/Exempt
- Full-time / Remote (40 hours per week)
- Eligible for annual merit bonus

This is a general explanation of the nature and level of responsibilities, skill sets, functions, and qualifications necessary to be a successful fit in this position. It is not intended to be all inclusive or be interpreted as an employment contract. Requirements and essential functions are subject to change.

CCMS is an equal opportunity institution and employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the skills required for the essential functions of the job.

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