

 **INTERNAL AUDITOR FOR FINANCIAL AID**

 **FINANCIAL AID**

**REPORT TO:** Director of Financial Aid

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The Office of Financial Aid invites applications for the position of Internal Auditor. This position ensures that all Federal, State, and Institutional functions are within the scope of the legislation and statutes designed to ensure program compliance. This position also performs the function of preparing the office daily to meet Audit and Program Review Guidelines. This position serves as a point of contact for program audits and program reviews for the Financial Aid Office. This position serves as the liaison between the Financial Aid Office (compliance) and the Business Office (Fiscal) in reconciling program expenditures and accountability.

**REQUIRED QUALIFICATIONS:**

* A Bachelor’s Degree in Accounting or Business Administration with a strong emphasis on Accounting.
* Must have at least 2 years of experience working with Federal, State, and Institutional Student Aid Programs.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Work with the Financial Aid Director, The Controller, and the Accountant in ensuring program integrity by assisting in the management and reconciliation of all Federal, State Institutional Student Aid and external student aid.
* Assist in the preparation of reports regarding the status of program expenditures
* Review Program Operations with the assistance of the Financial Aid Director to ensure that program rules and regulations are adhered to. And that there is no mismanagement of funds due to a lack of knowledge about program rules, regulations, and statutes.
* Working with the Financial Aid Director as the liaison with Program Auditors and Reviewers’ during their reviews.
* Other related duties as assigned to meet Program Goals, Mission Objectives, and Responsibilities

**KNOWLEDGE, SKILLS & ABILITIES:**

* Demonstrates attention to detail and possesses strong writing and organizational skills in preparing and presenting reports.
* Strong proficiency and knowledge in the use of computer technology in the administration of Student Aid Programs. The ability to utilize software prepare by the US Department of Education in managing the Title IV Student Aid Program reports necessary to perform program reconciliation.
* Flexibility, adaptability, personal integrity, and high ethical standard are necessary for this position.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

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