



FINANCIAL AID OFFICER/STAFF ACCOUNTING

JOB DESCRIPTION:

EWCNM seeks a highly organized, dedicated, and experienced staff accountant to join our team.

Responsible for the administration of an established financial aid program that adheres to current state and federal regulations with integrity along with upholding the mission and vision of EWCNM. Responsible for actively supporting the college's strategic plan and continually assessing the administration of the Accounting to ensure that processes and services are aligned with best practices and are aimed at delivering excellence to students. Oversee clinic a/r & daily reconciliation.

JOB QUALIFICATIONS AND SKILLS:

- AAS degree in accounting or business-related field required or equivalent financial aid experience, BS degree preferred
 - Industry experience in registrar, financial aid, educational counseling or student accounts
 - Any equivalent combination of experience and training that provides the required knowledge, skills and abilities
 - Customer service experience
 - Strong interpersonal, communication, and computer skills
 - Team player but able to work independently
 - Detail oriented and well-organized
 - Positive attitude
 - Ability to work in a fast-paced environment
- Compensation dependent on experience, knowledge and education level

Note: Please email your resume to info@myewcnm.org