

**POSITION:** Banner AR Specialist

**POSITION DESCRIPTION:** Under general supervision, is responsible for and participates in the processing and maintaining of student accounts and related records in the Banner Software system.

**MAJOR DUTIES:**

* Maintain standard TCSG detail codes in Banner AR, including the A & B accounts and priority codes assigned to each.
* Run the TGRRCON report on a semester basis after all financial aid disbursements have been issued and make necessary corrections.
* Ensure that necessary write-offs are in place at year-end running the TCSG write-off process. Provide requested year-end reports to balance with the financial system.
* Ensure HOPE, PELL, FSEOG, and other financial aid-related data imported from other sources are correct.
* Reconcile discrepancies with the Financial Aid Office. Upon agreement between the Business Office and the Financial Aid Office of the financial aid drawn-down amount, confirm to the VP of Administrative Services the amount to request from the Department of Education.
* Balance/reconcile all amounts to the TGRFEED report.
* Provide BankMobile files as needed for student refunds and access BankMobile to assist students with refund information.
* Assist with cashier services and coordinate Business Office coverage on the Vidalia and Swainsboro campuses ensuring office coverage during Business Office hours on both campuses.
* Review all cashier sessions using the TGRCSHR report and make any necessary corrections.
* Balance cashier sessions to daily deposits.
* Maintain records for all scholarships and awards, balancing with financial aid and general ledger each semester.
* Initiate payment requests from the scholarship accounts for disbursement.
* Assist with external audits and provide information and documentation as requested.
* Provide auxiliary bookstore services as needed.

**COMPETENCIES:**

* Knowledge and experience with the Banner AR system module
* Effective oral and written communication skills
* Skill in the operation of computers and job-related software programs
* Decision-making and problem-solving skills
* Skill in interpersonal relations and in dealing with the public
* Effective decision-making and problem-solving skills

**MINIMUM QUALIFICATIONS:** Associate’s degree in Accounting, Business Administration, or closely related field; five (5) years of experience working in the Banner AR system; and previous accounting work experience.

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience. Benefits include paid state holidays, annual leave, sick leave, and State of Georgia Flexible Benefits.

**APPLICATION DEADLINE:** Open until filled

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center.](https://www.easyhrweb.com/JC_SEGATech/JobListings/JobListings.aspx) Create an account at this link if you don’t have an account. As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or mwalker@southeasterntech.edu.

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*Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126*

*Melanie G. Walker, Title IX Coordinator, Room 138B, 912-538-3230*