

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position –Data Management Analyst

Preparation Date: March 2017

Function of Position:

Responsible to the Assistant Controller for coordinating and managing data related to expenses, student account charges, student employment, and using the administrative computing system, supplemented with other tools (e.g. InfoMaker, Excel, etc.) within the Business Office. Significant interaction with department heads and Business Office personnel.

Principal Duties and Responsibilities:

- 1) Prepare the creation of the annual charge and refund tables as well as the generation of the charges to student account, monthly billings and the financial aid transaction groups posted to the student accounts. (25%)
- 2) Coordination of student account charges with other departments (i.e. Res Life, Dining Services, Financial Aid, Registrar's Office, and faculty/staff). (15%)
- 3) Process Financial Aid groups for private, state and federal loans. (10%)
- 4) Support Jenzabar and other database systems related to database management functions (i.e. Jenzabar Power-user) and create, run, and review reports from the databases to be used internally and externally. (10%)
- 5) Access administrative systems for both the Business Office and Financial Aid Office to assist students, parents, faculty, and staff, respond to their questions, provide guidance, explain account information and process their transactions request in a timely and accurate manner. (10%)
- 6) Oversee the use and accounting of agency and restricted accounts Balance general ledger accounts throughout the fiscal year. In addition, respond to general transaction related questions from faculty & staff. (10%)
- 7) Prepare work papers and assist with the compilation of financial statements for the annual audit. (8%)
- 8) Assist in creating and implementing appropriate related policies and procedures. Create new general ledger account numbers, monitor access to budget reports and other accounts. (5%)
- 9) Provide support and coordination for accounting/business functions performed by other departments (e.g. Financial Aid, Advancement, Registrar's, Enrollment Management and Res Life). (5%)
- 10) Perform other related tasks as assigned. (2%)

Supervision:

Employee assists with creating, recommending, maintaining and updating related policies and procedures, considering appropriate internal controls. Employee is responsible for determining own work assignments and confers with supervisor regarding unusual matters.

Minimum Qualifications:

B.A. in accounting, business, related area or an A.A. and working on a B.A., plus three years effective experience. Requires extensive computer knowledge in Microsoft Office environment; strong Excel skills; accounting knowledge and strong commitment to customer service.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.