



## Adrian College

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<b>Position Title:</b>	<b>Business Practices &amp; Compliance Analyst</b>
<b>Purpose of Position:</b>	Monitor/Manage compliance with various government funded higher education programs (federal/state) and other key financial reporting metrics.
<b>Supervision Received:</b>	General supervision; reports to the VP of Business Affairs & CFO
<b>Work Schedule:</b>	Full-time; Monday –Friday, some evening and weekend work required
<b>FLSA Classification:</b>	

### Job Summary:

The Business & Compliance Analyst will monitor/manage/report on various government programs and other key financial reporting metrics as assigned.

### The current project responsibilities include:

#### Perkins Loan Program Management & Reporting

- **Ensure accounting accuracy for all elements of federal Perkins Loan Program reporting; including:**
  - Ensure accuracy of reporting to Department of Education (via FISAP report).
  - Reconciliation of general ledger accounts to align with loan activities and FISAP report.
  - Act as primary liaison to third-party outsourced provider (ECSI) for Perkins loan servicing.
  - Reconcile Adrian College cash accounts with FISAP reported data.
  - Manage program close-out/liquidation with Department of Education.
  - Liaison to Department of Education on Perkins Loan inquiries.
  - Suggest/Implement process/procedure/policy best practices.
  - Ensure various departments are adhering to defined policies/practices.
  - Prepare periodic presentations to the board-of-trustees Audit Committee.

#### Endowment/Donor Record Keeping & Reporting

- **Ensure accounting accuracy for all elements of Endowment/Donor reporting; including:**
  - Periodically update endowment asset valuation report database (Endowment Solutions).
  - Update/reconcile general ledger accounts for endowment activities (gifts received, earnings, withdrawals, etc.).
  - Calculate endowed scholarship net assets with donor restrictions and released from donor restrictions for reporting on annual financial statements.
  - Maintain record of scholarship recipients as audit detail to support reported scholarship net assets.
  - Determine individual donor fund amounts available for annual scholarship awarding (i.e. maximum individual donor funds available for scholarship if a student meets donor restrictions).
  - Coordinate between Office of Development and Office of Financial Aid annual scholarship award amounts for awarding to individual students based upon donor restrictions.
  - Communicate to donors annually their individual student scholarship recipients and award amounts.
  - Suggest/Implement process/procedure/policy best practices.
  - Ensure various departments are adhering to defined policies/practices.
  - Prepare periodic presentations to the board-of-trustees Investment Committee.
  - Prepare periodic presentations to the board-of-trustees Audit Committee.

**Other Special Projects as Assigned (Compliance focus)**

- Research institutional best practices.
- Suggest/Implement process/procedure/policy best practices.
- Ensure various departments are adhering to defined policies/practices.
- Prepare periodic presentations to the Audit Committee.
- Performs other duties as assigned.

**Minimum Qualifications/Skills:**

- General ledger accounting experience including reconciliation skills, attention to detail, meeting of reporting deadlines, presentation skills, personable (for interaction with donors), adherence to confidentiality of information.

**Preferred Qualifications/Skills:**

- Higher education experience with knowledge of Perkins Loan reporting, endowment accounting practices and audit support.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Minimum Educational Requirements:**

- B.A. degree in Accounting or Finance, or equivalent years' experience or Preferred Qualifications.

Adrian College is an Equal Employment Opportunity Employer. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to Christina Corson at [ccorson@adrian.edu](mailto:ccorson@adrian.edu).