

Financial Services Coordinator

Brentwood Christian School

REPORTS TO: Controller
CLASSIFICATION: Full Time; Non-Exempt; Year Round

SUMMARY: Responsible for assisting families with financial aid, scholarship, and ESA applications.

RESPONSIBILITIES:

- Support and promote the mission and core beliefs of BCS
- Assist families with all financial aid, scholarships, and ESA applications
- Remain abreast of all developing guidelines for ESA program through Texas Comptroller's Office
- Upload any supporting documentation needed for the ESA program
- Process student financial aid applications and prepare applications for review by financial aid committee
- Discuss financial expectations and assist families with determining best options for funding tuition
- Other duties as assigned

QUALIFICATIONS:

- Must have a high school diploma or GED. A bachelor's degree in a related business field or similar is preferred
- Must have one to three years of financial aid experience preferably in a Christian education environment. A bachelor's degree may substitute for required experience
- Must be at least 25 years of age with a valid driver's license, proof of insurance and acceptable driving record
- Must be an active member of a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE/SKILLS:

- Knowledge of financial aid basics
- Exceptional communication skills, both verbally and in writing
- Proficiency in QuickBooks and Microsoft Office and competence in various educational software programs
- High level of attention to detail

PHYSICAL REQUIREMENTS:

- Ability to lift up to 25 pounds
- Ability to sit for extended periods of time