

Financial Aid & Compliance Manager Corporate Offices | East Lansing, MI

Company Description: Douglas J owns and operates high-end Salon/Spas and Cosmetology Institutes in Michigan, Illinois and Tennessee that pride themselves in taking the Salon/Spa Industry to the highest level of professionalism and guest servicing. We offer a complete menu of services in hair, color, nail therapy, skin care and massage therapy. We are known for being on the cutting edge of everything the Salon/Spa Industry has to offer. The most important priority at Douglas J is providing the guest with high quality services that make them look and feel great. We continue to exceed expectations by offering the highest level of technical and professional service that have been the foundation of the company since its creation over 40 years ago.

Job Description:

The Financial Aid and Compliance Manager is responsible for assisting the Director of Financial Aid and Compliance with the financial aid processes and procedures and ensuring compliance with the Department of Education and NACCAS. The Financial Aid Manager will assist the Financial Aid and Compliance Director in other financial aid and compliance functions and will complete tasks and projects as assigned by the Director of Financial Aid and Compliance.

Responsibilities:

- Assist Financial Aid Director with management and oversight of the compliance with all Department of Education Regulations, including, but not limited to Program Integrity Rules and Gainful Employment
- Complete monthly reconciliation process for Direct Loans and Pell
- Complete and submit IPEDS for all Institutes timely, with support of appropriate resources
- Collaborate with Financial Aid Director for preparation and completion of the Financial Aid Audit with external auditors
- Management and oversight of all Student Financial Accounts
- Complete weekly financial aid draws/disbursements for all locations
- Complete all R2T4 and withdraw calculations in a timely manner
- Complete SSCR processing
- Assist with managing all outside funding agencies, including private loans
- Assist with managing scholarship and grant information and communicate with the students about availability
- Responsible for understanding and consulting with the campuses on NACCAS Standards and Criteria
- Complete and submit Annual Report for NACCAS timely, with support of appropriate resources
- Attend NACCAS workshops on behalf of Douglas J Companies

- Responsible for ensuring administrative and financial aid files are complete and accurate

Qualifications

- Post-secondary education in a related field, required
- Financial Aid experience, required
- Financial Aid experience in an accredited post secondary proprietary school, preferred
- Strong organizational and problem resolution skills
- Excellent written and verbal communication skills
- Computer skills required, (MS Office)
- Ability to work well independently and to set one's own priorities
- Must be able to travel to all Douglas J locations as needed