



Family: Business & Finance Services

Level: AM7

Position Profile Title: Admin Specialist-Bus & Finance

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Responsible for managing the daily administrative oversight for the fiscal business office of a department or college by providing planning and management of fiscal and operational support resources and personnel. Serve as the primary liaison between the department and the Business Center for human resources and accounting/ finance transactions

DISTINGUISHING CHARACTERISTICS:

The Admin Specialist-Bus & Finance is distinguished from the Office Manage 1 by the focus and daily oversight for the fiscal operations of a department or college. Positions provide leadership and supervision for activities such as accounts receivable and payable, multiple fund and fee structure accounts, and reporting and auditing functions.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides training, approval and oversight for fiscal functions including purchasing; accounts payable/ receivable; fee structure accounting; and asset planning/tracking
2. Provide reports and recommendations for strategic planning as it pertains to fiscal and budget operations for the department or college.
3. Participates in the audit process by providing analysis and input of current processes and procedures
4. Ensures compliance with university policy, federal and state regulations and contractual agreements.
5. Develops processes for effective and efficient workflow and adherence to quality standards.
6. Supervision of accounting related positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty
7. Acts as the liaison for the functional unit with groups, agents, sponsors, students and other constituents to answer questions and provide information regarding the fiscal operations of the department or college.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; the job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions

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ACCOUNTABILITY:

Results are defined by department leadership, division/college and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervision of clerical, accounting related positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty

Monitors, informs, reports, reconciles and/or moves funds within budgets.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

Collaborates and interacts within the Dept/Unit and University Wide to:

- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.

Collaborates and interacts within the Dept/Unit to:

- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.

TYPICAL REQUIREMENTS:

Bachelor's degree in related field.

3 years of fiscal management and supervision in a complex office environment.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.