

POSITION DESCRIPTION

TITLE: Fiscal Administrator/Academic Affairs - (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

Performs a variety of intricate accounting tasks requiring experience and independent judgment. Ensures accurate accounting records for receipts and/or disbursements within Academic Affairs and units/offices therein. This is a responsible position that works with minimal supervision. Duties include performing a variety of complex clerical and bookkeeping work, applying accepted procedures to the preparation and maintenance of accounting records, and preparing financial and statistical reports. This position reports to the Associate Vice President of Academic Affairs (AVPAA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Monitors divisional-level budgets and works with the Vice President and the AVPAA to administer unit and office budgets.
- Receives and/or disburses funds related to the assigned area of responsibility.
- Processes complicated or non-repetitive accounting transactions and traces transactions through previous accounting actions to determine discrepancies.
- Posts journal, ledger, or voucher books of account from supporting data by hand or machine.
- Responsible for posting, maintaining, and tracking a series of accounts that exceeds a total of \$500,000 or more and in domestic and foreign currencies.
- Prepares summary sheets for use by supervisors or auditors in preparing comprehensive financial statements.
- Audits and proofs accounting reports for clerical accuracy and conformance to departmental, state, and federal procedures.
- Analyzes financial documents and investigates questionable data.
- Maintains cost system, allocating expenditures to accounts in accordance with established procedures.
- Prepares trial balances.

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- Assists in contacting vendors to obtain prices–quotes, coordinate delivery dates, check order status, and track delivery.
- Assists in expediting orders and tracking deliveries.
- Maintains vendor files, purchase order logs, and related records.
- Oversees and prepares purchase orders, and reconciles procurement card statements.
- Prepares requests for quotations as necessary.
- May perform secretarial functions as needed for assigned staff member(s).
- May act as a lead worker to other record keeping personnel and may assist in training personnel.
- May serve as timesheet approver (timekeeper) of student employees working in associated offices of the AVPAA’s team.
- Maintains accurate customer files; keeps track of name changes, mergers, address changes, and mailing attentions for all divisions. Relays this information to the appropriate personnel in the Business Office.
- Assists the AVPAA with clerical tasks.
- Completes special projects as assigned by the AVPAA.
- Audits relevant Academic Affairs budgets daily in the College system to track the movement of funds and checks for accuracy.
- Processes expenditure and/or transfer forms when necessary to charge the correct budget.
- Posts all expenses and revenues to internal spreadsheets for each Academic Affairs budget.
- Collaborates with other fiscal and office administrators in the division to ensure accuracy in records.
- Receives and disburses all funds to the proper budget manager.
- Initiates and processes contractual payroll for the department, for both staff, faculty, and student employees. Checks to make sure all timesheets are turned in on time.
- Troubleshoots student/contractual payroll issues.
- Assists with new employee orientation by explaining budgets and fiscal policies of the department.

MINIMUM QUALIFICATIONS:

- Education: High School diploma or GED equivalency required; Associates Degree preferred, including courses in typing and bookkeeping.
- Experience: Seven years responsible experience in bookkeeping, accounting, office management, administrative work, or secretarial assignments involving advanced records keeping (directly related business school or college courses may be substituted equally for up to one year's experience); or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Must be bondable.
- In addition, must have working knowledge of bookkeeping theories and practices and accepted office procedures; some knowledge of intermediate accounting procedures. Must have the ability to perform a volume of numerical detail work accurately, to make difficult mathematical computations with and without mechanical assistance.
- Must be proficient in the use of computer-based software for typing, data entry, word processing, database, spreadsheets, and microcomputer systems (laptop, cellular telephone, and tablet, etc.).
- Strong verbal and written communication skills.
- Exceptional organizational skills.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.