

POSITION DESCRIPTION

TITLE: Academic Fiscal Administrator - (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 in support of an Associate Dean of Faculty requiring experience and independent judgment. Ensures accurate accounting records for receipts and/or disbursements, including but not limited to internal and external grant management within the College. 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. In addition to budgetary and fiscal responsibilities, this position supports the administrative management of the Office of the Associate Dean of Faculty.

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 budgets for the office and works with an Associate Dean of Faculty for administration to administer office accounts.
- 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 five hundred thousand dollars.
- Prepares summary sheets for use of supervisor 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 then initiates relevant follow-up as needed.
- Maintains cost system, allocating expenditures to accounts in accordance with established procedures.

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- Assists in contacting vendors to obtain price quotes, coordinate delivery dates, check order status, and track delivery.
- Maintains vendor files, purchase order logs, and related records.
- Oversees and prepares purchase orders, and reconciles procurement card statements.
- Responsible for the organization, administration and coordination of the office workload in order to meet an Associate Dean's schedules and objectives.
- Works with an Associate Dean of Faculty to develop goals, policies and procedures for the office.
- Maintains office records and confidential files, including academic files.
- Prepares all types of correspondence, some of which may be of a confidential and sensitive nature.
- Prepares reports requiring web or database searches and must be capable of summarizing information.
- Arranges and coordinates travel plans as required which may include making overnight accommodations, automobile rental and airline reservations.
- Schedules event space, audiovisual assistance, and/or catering to support the office objectives.
- Prepares agendas for meetings. May take minutes.
- Schedules appointments and maintains an appointment calendar; receives and directs phone calls.
- Exercises good judgment, tact, and courtesy in receiving callers and visitors, in giving and obtaining information and in the proper disposition of information and problems.
- Opens, sorts, prioritizes, and distributes incoming mail.

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.
- Strong verbal and written communication skills. Exceptional organizational skills.
- 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.

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- 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.).
- 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.

Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

During new employee orientation the human resources office gave me a copy of this position description. Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

Employee Signature

/_____
Printed Name

Date