

Financial Specialist

Position Details

Posting Number	SP002862P
Position Title	Financial Specialist
Location	Moscow
Division/College	General Library (Div)
Department	General Library
FLSA Status	Overtime Eligible
Employee Category	Classified
Pay Range	\$16.83 per hour or more depending on experience
Type of Appointment	Fiscal Year
FTE	1
Full Time/Part Time	Full Time

Position Overview This position is responsible for financial activity related to the functions and operations within the The University of Idaho (UI) Library. Duties include customer service, preparing and processing financial transactions submitted in VandalWeb, Banner, Chrome River, and Alma. The employee processes and monitors financial documents, travel and credit card statements. This position is responsible for managing the tracking and monitoring the funding of post award grants/awards and assisting departments with grant compliance, cost share, and grant reporting. The employee reports to the UI Library College Fiscal Officer and works cooperatively with various departments, serving as a resource for department heads, faculty, staff and students for interpretation and implementation of university, college, and departmental finance policies, rules, and procedures.

Unit Overview Library Administration provides essential support for all library departments and services by overseeing library human resources, finances, grant management, facilities, development, and strategic directions and projects, as well as all other general administrative activities necessary for continued effective library operations.

Funding

A visa sponsorship is available for the position listed in this vacancy. Uncertain

Internal Posting?

Position Responsibilities

Key Accountability Provides financial and operational support by:

Job Duties

- Processing financial documents including (but not limited to) requisitions, department purchase orders, travel and expense reports, claim vouchers, and journal vouchers for budget transfers, cost transfers, revenue transfers, credit card purchases, and change orders.
- Researching, interpreting, and explaining financial policies and procedures to staff, faculty and department heads for the college.
- Assisting in accounting transactions submitted on college and departmental indexes for accuracy, completeness, compliance with university and college policy, and funding.
- Reviewing all ALMA system invoices and credit memos for accuracy, completeness, and compliance with university and college policy, and funding, and recommending for approval.
- Researching and resolving errors and initiating/correcting entries.
- Ensuring timely, complete, and accurate records of all financial transactions are maintained.

- Verifying and reconciling a variety of financial documents; processing financial adjustments to maintain accuracy of accounts.
- Handling special tasks and preparing reports as needed or assigned by the College Fiscal Officer.

Key Accountability

Provide grant support and post award processes by:

Job Duties

- Processing financial documents including expenditures, contract periods, subawards, cost sharing, personnel effort, and grant closeouts.
- Assisting with forecasting, planning, and projecting budget outcomes for assigned grant, departmental, and college-level budgets.
- Identifying, researching, and correcting problems and errors in financial documents.
- Assisting faculty with determining appropriate and efficient methods for purchasing products and services; processing invoices for payment.
- Using and preparing spreadsheet and BANNER and ARGOS report formats to provide financial analysis of various accounts and activities.
- Maintaining a strong knowledge of grant proposal policies and procedures, grant accounting compliance, cost sharing, and regulations and practices of the various federal/state agencies and private industries that fund the college.
- Processing of necessary EPAFs for all grant activity.
- Maintaining unit grant files as necessary. Reviewing and auditing F&A processes, allocation, and execution of use of funds.

Key Accountability

Contributing to team effort by:

Job Duties

- Providing backup service for the College Fiscal Officer.
- Executing tasks promptly.
- Demonstrating a willingness to work with co-workers to successfully achieve mutually sought goals for the college.
- Contributing to a pleasant and safe work environment and maintaining a professional manner.
- Staying current on university practices and required skills through completing U of I's required training, attending workshops, meetings, and classes as applicable.
- Attending regular training sessions for financial and grant updates (i.e. FIG Meetings, DGA Meetings).
- Participating in special projects and committees as appropriate.

Key Accountability

Contributing to the Administration Office Operations by:

Job Duties

- Participating in university level or college level committees.
- Ordering office supplies and other necessary items as needed.
- Maintaining office supply inventory.
- Composing correspondence, including confidential information.
- Performing other duties as assigned.

Required Experience

- Two years of financial support services experience.
- Experience using accounting principles and practices.
- Experience researching and compiling financial information and preparing summaries and reports in spreadsheet software.
- Experience managing multiple competing deadlines while maintaining a high degree of accuracy and attention to detail.
- Experience analyzing and interpreting financial information.

Required Education

- High school diploma or equivalency.

Required Licensures, Certifications or other

Additional Preferred

- Bachelor's degree in Business, Accounting or a related field.
- Grant management experience.
- Ability to: organize, prioritize, work independently and accurately.
- Strong written and oral communication skills.
- Proficient in the use of the UI Banner system and VandalWeb.
- Proficient in the use of ARGOS as a reporting tool.
- Experience in ALMA Library Services Platform.

Physical Requirements

Working Conditions

Degree Requirement N/A: No degree requirement

Posting Date 06/15/2021

Closing Date

Open Until Filled Yes

Special Instructions to Applicants This posting is open until filled with a first consideration date of July 7, 2021.

Background Check Statement Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

Applicant Documents

Required Documents

1. Resume/CV
2. Letter of Qualification

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Academic Keys
 - Association of Public and Land Grant Universities (APLU)
 - Chronicle of Higher Education
 - Craig's List
 - Department of Labor/Job Service including Job Central or Idaho Works
 - Facebook
 - Higheredjobs.com
 - Higher Education Recruitment Consortium (HERC)
 - Indeed.com
 - LinkedIn
 - National Association of State Universities and Land-Grant Colleges (website)
 - Newspaper
 - Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
 - UI Employee
 - UI Register
 - University of Idaho Website
 - Veterans in Higher Ed
 - Diverse: Issues in Higher Education
 - Word of Mouth
 - Other Advertising Venue