JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative/Finance Coordinator

Job Code: 6526

Salary Grade: S08

FLSA Status: Non-Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Provides administrative and financial assistance to a department or college by performing accounting, financial analysis, payroll, project coordination, personnel and administrative coordination, and event planning.

- Manages all departmental accounts.
- Reconciles monthly financial reports to clear outstanding expenses, payroll, budget revisions, and transfers.
- Creates cost spending certification reports.
- Monitors and ensures money is spent correctly.
- Sets up new vendors and ensures invoices are on the correct accounts.
- Makes cash deposits into special accounts.
- Maintains budget and grant administration, Pcard management, and OU Foundation funds.
- Analyzes departmental financial procedures.
- Makes recommendations for change and develops strategy for change.
- Acts as the payroll coordinator for the department or provides oversight.
- Collects time sheets, enters into PeopleSoft, tracks leave, completes ETR's, and special pays.
- Submits all paper PAF, EPAF, EDR, travel, and PET's. Picks up pay checks as needed.
- Coordinates and carries out projects or assignments requiring initiative, independent action and specialized knowledge or expertise.
- May include producing in-house publications, performing public relations functions, and monitoring staff to ensure guidelines and procedures are followed.
- Handles personnel issues.
- Completes new employee paperwork and ensures accuracy.
- Contacts various offices to request information as needed.
- Opens and monitors positions in PeopleSoft, updates time supervisor, assigns required trainings, and runs reports as needed.
- May conduct some training of office personnel.
- Secures computer access.
- Works with Human Resources Department on various issues.
- Performs administrative duties including but not limited to ordering and tracking supplies, making travel arrangements, reimbursements, keeping a calendar, setting up meetings and appointments, and assisting with various awards and award committees.
- Solves departmental problems as they arise.
- Assists with the development, implementation, and interpretation of policies and procedures, ensuring compliance with federal, state and university policies and regulations.
- Coordinates special events, to include but not limited to ordering catering, mailing invitations, setting up PA system, assisting speakers, and reserving rooms.
- May supervise staff employees.
- Assists with hiring, training, evaluating and delegating tasks to employees.
- Ensures work is completed in a timely manner.
- Oversees records maintenance (inventory, personnel, office files, etc)
- Provides Faculty support with purchases, travel and faculty liaison, policies and procedures, faculty awards, funding requests, reimbursement requests.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree in Accounting, Finance, Business, Management, or related field..

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of office procedures
- Working knowledge of accounting processes
- Knowledge of Microsoft Office Suite (Outlook, Excel, and Word)
- Excellent interpersonal skills
- Ability to work as a team member
- Ability to complete tasks in an efficient and timely manner
- Ability to multitask and self-motivated
- Ability to communicate verbally and in writing
- Advanced computer skills with wide knowledge of business software
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
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Working Conditions

Physical:
Sit for prolonged periods. Communicate effectively and listen. Ability to engage in repetitive motion.

Environmental:
Standard office environment.

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