JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative / Finance Coordinator Senior

Job Code: 7193

Salary Grade: S09

FLSA Status: Exempt

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

Oversees and provides professional administrative support, financial management and budget planning for the department.

· Processes new hire and termination paperwork. Maintains personnel files and update the incoming and outgoing employee information.
· Oversees records maintenance (inventory, personnel, office files, etc.)
· Submits all paper PAF, EPAF, EDR, travel, and PETs. Update time supervisor approver in PeopleSoft, assign required trainings, and run reports as needed.
· Manages approval process for payroll, leave accounting/reporting, and other financial matters
· Assists with developing, implementing, and interpreting policies and procedures, ensuring compliance with federal, state and university policies and regulations.
· Assists with coordination and planning of program hosted events and programs/logistics, negotiates with contractors and vendors.
· Selects, supervises, trains, and evaluates performance of assigned staff.
· Coordinates and executes department events.
· Maintains budget and grant administration, account reconciliation, Pcard management, OU Foundation funds, and other departmental support.
· Performs account reconciliation to balance financial statement transactions to source documents and forecast cash flow and account balance
· Prepares and reconciles Grant / Foundation reports and check over cash balance in accounts.
· 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 experience in lieu of the Bachelor's degree for a total of 72 months related experience.

Experience:

Required: 24 months of office management, financial management, or related experience.

Required Certifications or Licenses:

· None

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

Knowledge, Skills, and Abilities

· Basic math skills
· Advanced computer skills with wide knowledge of business software
· Proficient in Microsoft Office
· Detail oriented for accuracy of data and information
· Highly organized and able to handle multiple projects and deadlines

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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