JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative/Finance Coordinator Lead

Job Code: 7465

Salary Grade: S10

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

Leads daily activities and staff that provide professional administrative support, financial management and budget planning for the department.

- Provides financial support by performing accounting, financial analysis, and payroll.
- Performs data analysis and prepares reports.
- Maintains budget and grant administration, account reconciliation, Pcard management, OU Foundation funds, and other financial support.
- Oversees administrative processes to ensure effective financial management and reporting.
- Assists with the development, implementation, and interpretation of policies and procedures, ensuring compliance with federal, state and university policies and regulations.
- Coordinates financial transactions for departmental accounts such as purchases, travel, policies and procedures, billing, invoices, reimbursements, and other departmental support.
- Oversees records maintenance (inventory, personnel, office files, etc.).
- Manages approval process for payroll, leave accounting/reporting, and other financial matters.
- Assists with developing, implementing, and interpreting policies and procedures.
- Coordinates with contractors and vendors.
- Provides administrative support for effective office management.
- Coordinates, plans, and executes department events and logistics.
- Supervises staff, including hiring, training, and evaluating performance.
- Participates in special projects or assignments requiring initiative, independent action and specialized knowledge or expertise.
- 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 96 months of related experience.

Experience:

Required: 48 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, both verbally and in writing. Ability to engage in repetitive motion.

Environmental:
Standard office environment.

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