

The University of Akron
Classification Specification

Job Title:	IT Budget Administrator	Job Code:	43115
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Services Division	Date:	12/12;12/06

Job Summary:

Monitor all ITS departmental transactions in the PeopleSoft Financial system. Coordinate and audit all ITS budget accounts and creates reports and/or databases and spreadsheets as needed. Assist in all aspects of ITS departmental administrative support

Essential Functions:

- 40% Create databases, budget reports and using PeopleSoft tools to provide technical assistance to ITS administration and staff.
- 40% Process all ITS orders, invoices and auditing of all ITS accounts. Provide technical assistance in training ITS in Universities policy/procedures in the PeopleSoft Financial module.
- 5% Maintain knowledge of personnel tasks to back up existing staff and perform duties when needed.
- 5% Answer questions and provide training as needed for ITS procedures and assists in developing new automated tasks. Participate in reviewing ITS security procedures/policies.
- 5% Act as department liaison with UA campus and outside vendors in regards to ITS accounting, orders, invoices and answer or direct general questions concerning ITS operations.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in basic accounting principles and business management procedures. Familiarity with PeopleSoft software and systems required. Computer skills to include spreadsheets, word processing, databases and other relevant software required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.