

The University of Akron
Classification Specification

Job Title: Student Life Financial Spec
Job Function: Staff
Job Family: Classified
SOC 7000 Student Services Division

Job Code: 80255
Grade: 118
FLSA: Non-Exempt
Date: 11/15

Job Summary:

Coordinate the financial functions within the Department of Student Life. Hire and supervise student workers for the student employment program. Review and post all transactions. Manage VISA purchasing card program and other programs as assigned.

Essential Functions:

20% Request speedtypes for new student organizations, process applications for Visa Purchasing Cards, establish financial spreadsheets and file folders and assist with registration process as needed. Review, approve and post all financial transactions for approximately 600+ student organization accounts. Reconcile all financial transactions posted to UAF and SAF spreadsheets to official budget reports. Investigate discrepancies and involve SOURCE staff with resolutions as needed. Serve as a resource for faculty, staff, on-campus service providers and students to assist with interpreting and understanding University purchasing, accounting, auditing and Source policies and processes and resolving issues or conflict.

20% Coordinate workflow including departmental budget and travel expenses with administrative staff.

30% Supervise student workers. Implement and monitor student employment program and training for the Department of Student Life. Maintain a high level of customer services for clients and student workers visiting the Student Union.

10% Collaborate with and assist Graduate Student Government and Undergraduate Student Government administration, officers and student staff with financial policies and procedures as needed. Allocate UAF funds as approved by student governments for operating, project and travel. Coordinate distribution of operating funds with registration process. Meet periodically with student government president, treasurer, graduate student and adviser as requested to review budget status and allocation process.

10% Control flow of application and card receipt and activation process. Lead the Visa Orientation training program for student organization Visa Purchasing Card Cardholders to include preparation of presentation, scheduling of training room, collaboration with Purchasing Department and Source. Monitor Paymentnet transactions to insure purchasing procedures are followed, paperwork has been received (SOR form and receipts), transactions are valid, reviewed and approved and system is updated with proper speedtypes and accounts to insure charges are posted properly and timely.

10% Document and periodically review policies and procedures to ensure accuracy and enforcement. Participate in Enrichment Series and Fun Day. Attend workshops and trainings as needed. Assist Associate Director with special projects as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in office administration with an emphasis on financial and/or budgeting. Basic accounting/bookkeeping skills required. Strong problem-solving, attention to detail, organizational, leadership, time management and customer service skills required. Ability to supervise employees and delegate work effectively required. Strong computer skills including, word processing, spreadsheet and database required. Effective communication skills, ability to work with a diverse campus and/or external community 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:

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.

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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