

The University of Akron
Classification Specification

| | | | |
|-------------------------|------------------------------------|------------------|------------|
| Job Title: | UL Budget Administrator | Job Code: | 43734 |
| Job Function: | Staff | Grade: | 118 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 2000 Finance / Accounting Division | Date: | 1/14 |

Job Summary:

Manage budgetary, personnel and administrative services. Provide support to dean and department heads. Use independent judgment in matters dealing with policies and procedures.

Essential Functions:

25% Enter data, run reports and analyze results in the university's HR and Financial system, time and attendance system, grant administration system. Prepare financial reports from the University's and the University Libraries' systems and provide financial information as needed to dean and department heads.

25% Analyze and balance budget statements and reconcile those statements with the University Libraries' accounting system.

20% Coordinate position searches; maintain employment procedures; issue Personnel Action Forms. Maintain confidential personnel files, including faculty RTP documentation.

10% Coordinate special projects, including event planning; act as liaison between the dean's office and the campus community as well as library departments.

10% Maintain calendars, organize meetings, coordinate travel arrangements and compose correspondence. Update and manage computer databases and file systems; utilize applications to create documents, spreadsheets and presentations.

10% Answer inquiries (in-person, telephone, and e-mail) from the campus community and the public.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in general administrative procedures including databases, spreadsheet and PPT creation, analyzing and reconciling budget statements and maintaining personnel records. Familiarity with business software and systems required. Computer skills to include spreadsheets, word processing, databases and other relevant software required. Excellent organizational and communication skills required. Accounting experience preferred.

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.