

The University of Akron
Classification Specification

Job Title:	Dining Services Analyst	Job Code:	42151
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	12/14;6/11

Job Summary:

Provide leadership in the use of Dining Services proprietary accounting systems including point of sale system (Micros), food management system (Eatec) and accounts payables/receivables. Position works with Auxiliary Enterprises Fiscal Administrator and is directly supervised by Dir Dining Services & Administration.

Essential Functions:

40% Utilize proprietary systems in order to provide daily and monthly information to management team on a timely basis and in harmony with University reporting guidelines. This includes inventory reports, accounts payables, Micros and Eatec reports. Act as liaison between departments and Auxiliary Enterprises and the University's IT, AP and AR departments.

30% Provide training, system maintenance and updating to both proprietary systems. Achieve property expert status for both.

20% Perform relative data entry into all systems in order to allow for meaningful information and dissemination of such. Train student employees in use of systems to handle day-to-day data entry.

10% Review invoices and statements and resolve any issues internally and with external vendors.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years accounting and business software experience. Strong problem-solving, communication and computer skills required. Ability to analyze and present data required. Background in hospitality industry 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.