Title: Financial Coordinator  
Category: Exempt  
Department: Budget and Business Services  
Benefits: 22 Days Annual Leave, 15 Days Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Tuition Remission, Health, Dental, Vision and Prescription coverage

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland Libraries serve more than 37,500 students and 4,200 faculty of the flagship College Park campus. The University of Maryland Libraries share the teaching, learning and research goals of the university. Its role as a key academic resource is evident in its service to the academic community and its actionable strategic plan. Recent membership in the Big Ten Academic Alliance is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

The Financial Coordinator is responsible for a variety of accounting and business functions for the University of Maryland Libraries. This includes, but not limited to, preparation of monthly financial reports, monitoring and reconciling accounts utilizing the University’s Kuali Financial System (KFS) and serving as the point of contact for all procurement related matters. Procurement activity includes processing and executing contracts, purchase orders and expense reimbursements. The Financial Coordinator also provides assistance to the Libraries development team with grant proposal submissions and budget development, serves as a backup for the travel, and accounts receivable functions for the Libraries.

Required Qualifications:

- Excellent oral and written communication and interpersonal skills with demonstrated diplomacy  
- Strong organizational and time management skills including the ability to handle multiple priorities and meet deadlines  
- Demonstrated ability to prepare and analyze complex spreadsheets and reports using Microsoft Excel, Word and Adobe Acrobat  
- Excellent analytical and problem solving skills and exceptional attention to detail and accuracy  
- Ability to work independently and in a group on variety of assignments  
- Flexibility and adaptability in dealing with changing work rules, shifting priorities and deadlines and in accepting new assignments.  
- Ability to interpret and apply relevant University and Libraries policies and procedures

Required Education and Experience:

- A bachelor’s degree from an accredited college or university in relevant business-related discipline, or an equivalent combination of education, training and experience  
- A minimum of two (2) years of experience in accounting, budgeting and/or purchasing with a bachelor’s degree  
- A minimum of four (4) years of experience in accounting, budgeting and/or purchasing with an associate’s degree  
- A minimum of six (6) years of experience in accounting, budgeting and/or purchasing without a degree

For the full position description, please go to [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

APPLICATIONS: Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/66794](https://ejobs.umd.edu/postings/66794). No location assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume and names/e-mail addresses of three references. Applications will be reviewed as they are received and accepted until **February 8, 2019**.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.