UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one:  Faculty____   Exempt ___ X __ Non-Exempt ____ Other____

Date Prepared:  October 2018        Division: Administrative Services

Prepared by: Andrea J. White       Department: Budget and Business Services

Reports to: Director for the Libraries Budget and Business Services Office

Position Title: Financial Coordinator

NATURE OF WORK:

With minimal supervision, the Financial Coordinator is responsible for account reconciliations, journal entries, retrieval of financial data from the University’s Kuali Financial System (KFS), analysis and manipulation of financial data related to the UM Libraries’ state, contract, grant and other accounts using Excel spreadsheet software, the preparation of monthly financial reports for the University System of Maryland and Affiliated Institutions (USMAI) consortium and assisting the Director for Budget and Business Services with special projects as assigned, including being the team lead on various projects. The Financial Coordinator is also responsible for the procurement and accounts payable functions for the University of Maryland Libraries, including monitoring open encumbrances and maintaining the departmental purchasing card, and serves as a backup for the travel and accounts receivable functions for the University of Maryland Libraries.

DUTIES AND RESPONSIBILITIES:

Maintains and supervises the maintenance of financial records largely those associated with USMAI. Responsible for identifying actual or potential problems and recommending corrective or preventive action. Responsible for the retrieval of financial data from the university’s financial system, the analysis and manipulation of the financial data using Excel spreadsheet software. Monitors and reconciles various Libraries’ accounts, resolves discrepancies independently. Reconciles and prepares various monthly financial reports. Audits transactions to ensure they are in accordance with applicable authority, policies and procedures, and are recorded consistent with acceptable accounting standards. Prepares journal entries when necessary. 35%

Reviews and verifies invoice and contract documents, resolve problems and/or issues regarding nature of purchase, payment amount, and/or adequacy of documentation concerns with staff and/or the Accounts Payable department; submits invoices as well as non-travel related expense reimbursements electronically to Accounts Payable using the Kuali Financial system. Advises staff on the rules and regulations of the accounts payable/procurement process and requirements for vendor payments. Maintains a University purchasing card for the Administrative Services division; allocates charges to appropriate expense code and KFS account each month adhering to the policies and guidelines established for the Purchasing Card Program. Monitors/adjusts open encumbrances. Serves as the liaison to the campus procurement office for the Libraries’ procurement related requests above $5,000. 35%
Oversees the Libraries’ sponsored program and cost sharing accounts. Ensures transactions are in accordance with applicable authority, policies and procedures, and are recorded consistent with acceptable accounting standards. Provides accounting support, including preparing journal entries and payroll transfers when necessary. Prepares cost-sharing transfers timely and accurately. Monitors account balances and provides expertise to Principal Investigators in all areas of sponsored program accounting. Serves as a liaison to the Office of Research Administration (ORA) and to the office for Sponsored Programs Accounting and Compliance (SPAC). Maintains audit worthy files. 10%

Works with the Director of CLAS and the Associate Dean of the Digital Systems & Stewardship (DSS) Division in preparation of USMAI annual budget and assists in the preparation of the supplemental database billing for all USMAI institutions. Maintains contact with staffs of other campuses in order to obtain, verify or disseminate information. Maintains audit worthy files. 10%

In all areas of responsibility, brings to the attention of supervisor critical problems needing immediate attention, researches the background of the problem and available resources, and recommends appropriate action. In all areas of responsibility, assists in the development of internal systems to improve accountability of income and expenses, improve record keeping, streamline processes and improve customer service. In all areas of responsibility, assists in the development of policies, procedures, guidelines and best practices and in making these available on the Web. In all areas of responsibility, maintains existing web pages in a timely manner, reviews for accuracy, updates as necessary. 5%

Serves as a team lead on special assignments and serves as a backup for the procurement and the accounts payable/receivable process associated with the University of Maryland College Park Foundation and the University System of Maryland Foundation, Inc. Performs other duties as assigned. 5%

**PHYSICAL DEMANDS:**

- Sedentary work in an office environment requiring the ability to operate standard office equipment, including computer, printer and copier.
- Repetitive motion, including substantial movements and motions of the wrists, hands, and fingers.
- Visual sharpness is required to perform activities such as preparing and reviewing data, extensive reading, and viewing a computer.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS (Knowledge, skills, and abilities):**

**Required:**

- 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

EDUCATION:

Required: Bachelor’s Degree from accredited institution in relevant business-related discipline or equivalent combination of education, training and experience.

EXPERIENCE:

Required: At least two years of progressively responsible experience in combination of budgeting, accounting or purchasing. Experience with University specific accounting system, Kuali Financial System (KFS). Experience with sponsored program grant account reporting including preparation, review and application processing. At least 1 year of experience working in a higher education administration office.

Preferred: Completion of the Office of Research Administration (ORA) certification program.

Employee’s Signature_________________________________________ Date___________

Print Employee’s Name_________________________________________

Supervisor’s Signature_________________________________________ Date___________