

Position Description

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Report Run Date: Jul 17 2018
Position Number: 02020377
Dept: VP UNDERGRADUATE EDUCATION - 061003
Position: BUSINESS OPERATIONS COORDINATOR
Approved Payroll Title Code: 4725
Approved Payroll Title: ____ ASSISTANT IV
Approved MSP Salary Grade:
Approved PSS Salary Grade: 0

POSITION DETAILS

Under general direction of the Undergraduate Education Chief Administrative Officer (CAO) and in collaboration with Financial Operations Manager who serves as lead, provide a broad range of financial, personnel, and administrative support for the Office of the Vice Provost and Dean of Undergraduate Education (VPDUE) and 11 diverse operational/campuswide academic units within the organization serving in the capacity of fiscal officer for assigned units.

Job Summary: Specific responsibilities include: financial management and analysis, undergraduate and academic personnel management, building and space equipment and supply management, safety coordination, management of student employees, serve as first point of contact for the Business Operations team and other administrative responsibilities as assigned. Provide training on multiple financial & business programs, serving as point of contact and expert resource for financial processes and procedures including travel and entertainment.

Serve as Department Safety Coordinator and manage all aspects of safety related activities. Assist VPDUE units in other duties as needed, such as participation in intra-office workgroups, meetings, & program support.

Campus Job Scope:

This position is part of the VPDUE Business unit, a consolidated business team serving the broader VPDUE organization which is comprised of 11 diverse operational/academic units.

Department Specific Job Scope:

The VPDUE is responsible for leadership in sustaining and improving the quality of undergraduate education and line responsibility for operation of 11 operational/campuswide academic units with 43.5 FTE and associated budgets, namely the Center for Educational Effectiveness, the University Honors Program, Summer Sessions, UC Davis Washington Center, the Center for Leadership Learning, International and Academic English, Academic Advising, First Year Seminars, the Pilot Testing Center, UE Communications, and the Undergraduate Research Center. This position will assist with the management of fiscal operating budgets in excess of 15 million in a multiple fund environment which is derived from more than 47 fund sources allocated among 180 separate accounts.

Positions Supervised: Undergraduate Student Assistants

Essential Responsibilities: 55% FINANCIAL AND ACCOUNT MANAGEMENT
Serve as Quali/AggieTravel account manager. Responsible for day-to-day management of accounts, including reviewing, verifying, processing financial transactions/corrections, purchase requests and approving documents. Ensure proper authorization, categorization, and allocation of expenses. Monitor various types of funds and ledgers ensuring conformance of university policy/practice. Ensure compliance with generally accepted accounting principles and institutional grant stipulations. Approve documents and utilize signature authority as delegated by the Financial Operations Manager. Prepare financial reports; provide analytical support in budget appropriations and expenditures; correlate information, draw conclusions and make recommendations based on findings. Perform fiscal closing procedures and

process year-end transfers. Reconcile year-end budgets and prepare fiscal closing adjustments and transfers between accounts, sub accounts, and projects. Re-appropriate funds and process expense transfers to ensure applicability of charges. Manage all aspects of the Corporate and Purchasing Card program. Maintain expert knowledge of account, purchasing, Travel & Entertainment regulations, and university policy. Interpret and relay information to staff.

25% BUSINESS OPERATIONS

In consultation with the Financial Operations Manager, develop and implement new systems to increase efficiency and organization of business office processes. Analyze impact of proposed operational changes on business systems. Recommend changes and options to improve overall business services and programs. Manage financial record retention and maintain proper documentation for all fiscal activities to maintain audit trails. Manage all aspects of equipment and computer inventory; keep CAMS records current by verifying location of equipment, reconcile electronic records for equipment, record salvaged or missing equipment, add new equipment, perform annual CAMS and physical equipment audit, originate equipment modification requests and loan agreements, arrange maintenance agreements, upgrade and replacement cycles, initiate and submit Bargain Barn forms for salvaged/sale equipment. Serve as expert resource for processing travel arrangements, including the coordination and use of Connexus, CTS, AggieTravel and corporate card. Serve as key control for VPDUE units, issue keys in accordance with University policy, and maintain accurate records of distribution. Manage building and space equipment and supply inventory. Compile and maintain user desk manuals and business and finance reference material. Responsible for the on/off boarding of staff employees. Serve as backup Authorized Telecommunications Representative (ATR) and overflow administrative support for VPDUE units.

10% STUDENT PERSONNEL MANAGEMENT

Responsible for recruitment, hiring, supervision, coordination, and training of student staff. Provide analytical and administrative support for matters pertaining to undergraduate and academic personnel (e.g. Student Asst., Postdocs, and Graduate Students). Work with unit managers to obtain necessary information to ensure student employment eligibility is confirmed and approved. Review student assistant eligibility on a quarterly basis. Ensure that students receive longevity increases in a timely manner.

10% SAFETY MANAGEMENT & SPECIAL ASSIGNMENTS

Serve as Department Safety Coordinator and handle all aspects of safety related activities ensuring VPDUE's Injury Illness Prevention Plans (IIPP) and Emergency Plans are kept up to date and all employees are trained and informed of safety/ergonomic practices.

Assist VPDUE units in other duties as needed, such as participation in intra-office workgroups, meetings, & program support.

Physical Demands:

Sit for extended periods at a computer workstation.

Lift materials weighting up to 25 lbs.

Maintain strict confidentiality of files and data to protect privacy and rights of individuals.

Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.

Restricted vacation during peak workload periods.

Work Environment:

Work flexible schedule and occasional overtime to meet operational and business needs.

Travel to various campus locations throughout the year.

Employee is personally responsible for following safety procedures/guidelines.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:

Yes

QUALIFICATIONS

Minimum Qualifications:

Financial management experience including budgetary planning, projections,

analysis, and preparing financial reports.

Demonstrated skills to analyze and review financial transactions and data with strong detail orientation to ensure data accuracy, expense validity, and account consistency.

Experience researching, analyzing, and interpreting data; skills in contributing to solutions, forecasting the impact of potential actions, developing logical conclusions, and recommending solutions.

Analytical and mathematical skills to research accounting, personnel, and payroll transactions, analyze and prepare reports, calculate payroll and expense transfers, and reconcile expenditures.

Experience and skill in using spreadsheets, word processing, calendar software programs, and web-based financial accounting, and reporting systems.

Writing, editing and proofreading skills to retrieve, compose and assemble information for the preparation of financial/personnel reports and correspondence.

Interpersonal and communication skills to effectively interact and communicate, and to establish and maintain good rapport with a diverse group of staff, faculty, coworkers, administrators, and external contacts.

Experience developing, implementing and maintaining efficient and effective record keeping systems, establish audit trails, evaluate systems/procedures and implement improvements with attention to detail.

Knowledge of generally accepted accounting principles and related accounting policies and procedures to manage and monitor multiple accounts.

Comprehensive knowledge of UC accounting and business management principles and practices; and experience working with UC funding sources, account structures and processes.

Experience composing, editing and proofreading documents and correspondence for accuracy, consistency of format and grammar, and professional appearance and style.

Preferred Qualifications for Selection:

Experience with DaFIS, Kualii, AggieTravel, AggieBuy. PPS Decision Support and DaFIS Decision Support.

Skills to read, understand, interpret and apply federal/state/university rules, regulations and policies.

Experience with UC purchasing, travel and entertainment procedures and guidelines.

Expectations

Read, follow, and model the UC Davis Principles of Community.

Compare actual financial expense to budget allocations in addition to identify and correct financial errors in a timely manner.

Maintain current financial and payroll ledger reconciliation.

Strong professional ethics and accountability.

Maintain a strong commitment to high quality customer service.

Comfort in dealing with uncertainty, ambiguity, and change.

Maintain punctuality.

Excellent/strong interpersonal skills including tact, diplomacy, and flexibility to effectively facilitate communication with a variety of personalities. Ability to achieve and maintain appropriate balance between service and control responsibilities of the position, particularly to facilitate interaction with a diverse clientele in a consistently helpful and constructive manner.

Maintain accountability, discretion and sound judgment in managing university resources.

Establish and maintain cooperative working relationships with peers, staff, faculty, the public and outside agencies, and to work cooperatively as part of a team.

Ability and initiative to exercise mature judgment to solve problems and seek solutions. Obtain, understand, and give adequate consideration to others' priorities, opinions and concerns, both to secure maximum input for analysis and solution of problems and also to assure reciprocal cooperation in working with others.

Demonstrated skills to recognize and maintain strict security of confidential information; confidentiality in dealing with personnel and financial matters and exercise discretion in dealing with controversial or potentially sensitive topics. Good judgment, tact, diplomacy and ability to handle sensitive and confidential matters appropriately.

Ability to understand, interpret, convey, and implement department and university policy, practices and procedures in all areas of responsibility.

Learn and apply other computer-based software as required. Willingness to increase computing skills as campus continues to automate services.

Work as part of a team collaboratively.

Work independently under general supervision with a high degree of self-motivation, flexibility and attention to detail.

Initiative to seek and implement process improvements in a constantly changing environment.

Organizational skills to prioritize and manage multiple projects simultaneously in a fast pace environment with frequent interruptions and shifting multiple priorities, work independently, follow through on issues in a timely manner, meet last minute requests efficiently and accurately, and respond quickly to conflicting priorities.

Apply tact and diplomacy working in a professional environment with strong political acumen to handle difficult or volatile situations/individuals effectively, to be persuasive and sensitive while maintaining cooperative and effective working relationships.

Job Expectations