

Financial Support Specialist

Function of Job:

Under broad direction from designated administrator, exercise control over expenditures requiring processing of complex transactions from a variety of funding sources entailing in-depth knowledge of internal and external policies and procedures to insure compliance, involving independent judgment and priority setting, and provide thorough analysis and reports as required.

Characteristic Duties and Responsibilities:

1. Perform on-line data inquiries, complex analysis, and research using computerized accounting and payroll systems, on-line reporting tools, and web-based research as required.
2. Process, reconcile, and redistribute payments to faculty, staff and students from multiple funding sources, requiring familiarity with Visa regulations and policies for hiring non-resident alien employees.
3. Manage procurement and payable documents for a major unit with significant annual expenditures.
4. Act as liaison for Project/Program Directors with Sponsored Research and other central offices to include budget changes and such responsibilities as indirect cost return, initiation of not fully executed budgets, and complex foreign transaction processing.
5. Employ fundamental knowledge of applicable campus and System policies and procedures as well as those of external entities such as Office of Management and Budget (OMB) Circulars for adherence; interpret, explain, and apply campus, System, and other policies relating to pertinent issues for faculty and programmatic staff.
6. Initiate all budget change requests for operating accounts and grants/contracts.
7. Reconcile and deposit cash in compliance with prescribed policies and procedures.
8. Manage purchasing card and/or foreign bank account activity, including reconciliation, security levels, and appropriateness of expenditures.
9. Maintain confidentiality in communicating sensitive information and in handling confidential material.
10. Establish cash control compliance and assist with the development of preventative measures, such as checks and balances and controls.
11. Assemble data and prepare a variety of reports for faculty, project directors and department heads to assist in long and short-term management of funds.
12. Prepare complex reconciliations requiring knowledge of USNH & external policies and procedures.
13. With delegated authority, reconcile and assist in closeout of external grant/contract funds including verification of final expenditures; review and process Sub-award, Service Provider and Consultant agreement payments requiring in-depth knowledge of appropriate policies.
14. Prepare data for federal and internal audits and attend meetings with external and internal auditors, as required.
15. Obtain price quotes from vendors and assist with the bid process.
16. Supervise staff as required.
17. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in Accounting and five years of related experience or high school graduation and seven years of experience in progressively responsible accounting duties or equivalent combination of higher education and experience totaling seven years.
2. Effective written and oral communication skills.
3. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
4. Proficiency with spreadsheets and financial reporting software.
5. Strong analytical skills.

Additional Desirable Qualifications:

1. Bachelor's degree in Accounting or closely related field.
2. Work experience in higher education environment.

2/14/06
System Approval

1/1/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.