**University of Maine**

**Job Description**

**Title:** Senior Fiscal & Administrative Coordinator

**Unit:** Technical and Administrative Services Central (TASC) – Vice President for Research and Dean of the Graduate School

**Date:** October 2021

**Reports To:** Director of Fiscal and Administrative Services

**Purpose of Position:** To facilitate and enhance research related financial and administration activities at the University of Maine.

**Essential Functions and Responsibilities:**

* Analyzes financial records, prepares financial reports, and interacts with UMaine leadership on matters involving budget setup and oversight.
* Facilitates payroll activities for students, ensuring conformance to policies and guidelines of the University of Maine System and home departments at the University of Maine.
* Adds new chartfield combinations to the system.
* Audits accounts.
* Designs and generates financial reports.
* Reviews and processes purchase orders.
* Investigates and resolves discrepancies.
* Oversees account reconciliation and summary reporting.
* Oversees year-end accounting and reporting procedures.
* Performs a full range of communications, both verbal and written, regarding non-routine questions, issues and procedures; handles the most complex and sensitive customer/student requests requiring a comprehensive understanding of relevant policies, procedures and rules; prepares individualized responses for non-routine and/or escalated issues.
* Coordinates and plans events and meetings.
* Researches, sorts and summarizes a variety of non-routine data for a broad range of applications and assignments; makes decisions regarding the validity and quality of available data; prepares standard and non-standard summaries of relevant information.
* Manages human resource transactions and records and coordinates processing of personnel actions, including confidential information.
* Oversees centralized financial management services for externally funded projects and providing services to faculty in departments without financial administrative support.
* Administers projects as assigned by the Director of Fiscal and Administrative Services and/or clients within the University of Maine System.
* Other duties as reasonably assigned.

**Knowledge and Skill Qualifications:**

**Required:**

* Minimum of Associates degree in related field or a combination of education and relevant experience.
* Typically requires three to five years of additional relevant professional experience.
* Experience with financial account management.
* Excellent written and verbal communication skills.
* Experience with Peoplesoft.
* Experience with office and data mgt. software including Google Suite, PowerPoint, Excel, and Word.
* Experience with UM/UMS procedures and policies.
* Experience with externally funded project account management.
* Ability to travel normally requiring a valid driver’s license.
* Ability to work creatively and independently within a team environment, and to manage multiple projects and deadlines.

 **Preferred:**

* BS degree in business, finance or accounting.
* Prior professional experience in higher education.
* Prior expense in project management.
* Experience with Microsoft Visio and Microsoft Project.
* Macro programming experience with Excel.

**Supervision Responsibilities:** None.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with UMPSA agreement.

**Work Environment:** The position is in support of interdisciplinary research and education. Candidate must have the ability to successfully complete tasks within a dynamic, evolving program.

**Position Type:** On-going, full-time.

**Work Schedule:** Full time, regular, fiscal year position.

**Job Family/Salary Band:** 09/04.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.