Position Title: Executive Accounts Specialist
Reports to: Director of Budget and Finance
UMN Classification: #1888 Executive Accounts Specialist

Summary
This is a 100%-time, continuing position in the Budget and Finance department. Position works with departments across the College of Design in the areas of scholarship awards, UROP program, reporting, expense reimbursement and procurement, requisitions and vouchers, and special projects. Ensures accurate and timely coordination and processing of financial information. Position maintains up-to-date knowledge of University accounting policies and comply with University policy and procedures in all responsibilities. Acts as a liaison to internal College of Design departments and central University units such as the UM Foundation, Purchasing Services and Disbursement Services. Provides excellent customer service to staff, faculty, and students. Proactively identifies problems and solutions and discusses with supervisor and/or appropriate administrator as appropriate. Provides direction to student employees for scanning and file management.

Essential Functions:

Expense Reimbursement and Procurement (35%)
- Ensure payment of travel and employee expense reimbursements, research and provide justifications for expenditures.
- Prepare, reconcile, and enter expenses for University procurement cards on a monthly basis; work closely with Directors and Department Administrators to ensure accuracy of information.
- Ensure documents are scanned and filed according to University procedures.

Requisitions and Vouchers (25%)
- Manage the create requisitions and contract processes for the College of Design, which includes vendor request process.
- Process regular vouchers (invoices) and all work closely with staff and corresponding vendors to ensure payments adhere to University policy.
- Serve as point of contact and College expert; work with Disbursement Services to resolve any issues related to the vendor request process; receive goods in the financial system for the College of Design and process.
- Receive goods in the financial system for the College of Design
- Ensure documents are scanned and filed according to University procedures.

Scholarship Awards (15%)
- Partner with Student Services, Development and departments in coordination of College of Design scholarship awards.
- Responsible for entry and monitoring of awards in EFS; manage award disbursements and corrections; work with units to enter and monitor annual spending plans using STAR system.
- Review and prepare scholarship accounts for auditing.
- Serve as main point of contact for award support and troubleshooting; explain and apply complex policies and procedures regarding department and college scholarships to administrators, staff, faculty and students.
- Represent College of Design Finance department at scholarship/award planning meetings.
Reporting (5%)
- Prepare and distribute monthly non-sponsored budget status reports for assigned units.
- Prepare and provide ad hoc reporting for Scholarship Awards, UROP’s and related financial activities to assist directors and departments in budget review.
- Research discrepancies in scholarship and UROP reports, including auditing and analyzing data.

Undergraduate Research Opportunity Program (UROP) (5%)
- Responsible for receipt, review and processing of new and continuing award notices, ensuring compliance with University policies; provide ongoing communication and support to departments and students regarding changes to appointment dates and salary/expense allocations.
- Serve as UROP resource for CDES students, departments and faculty; conduct orientation meetings with students to communicate program guidelines, expectations, policies and procedures.
- Approve UROP expense reimbursements.
- Coordinate end of year audits.

Accounting Support (College-Wide) (5%)
- Receive and process cash and check deposits college-wide.
- Ensure accurate student financial postings and/or refunds.

Customer Service (10%)
- Respond to inquiries from college personnel and interpret college policy and procedures for the situation.
- Create a welcoming environment by providing quality service to students, faculty, staff and other constituents in person, and via phone and e-mail interactions.

Required Qualifications
- Four years of general accounts transaction experience or a combination of training/education/experience to total four years beyond high school.
- Demonstrated skill with MS Office (Word and Excel) and Google applications (Mail, Calendar, GoogleDocs); expertise with spreadsheets, data entry and preparing reports.
- Experience writing explanatory communications, drafting policies or procedures.
- Previous experience providing customer service.
- Must be able to pass competency based testing upon completion of training.

Preferred Qualifications
- Experience with financial and HRMS systems such as EFS, PeopleSoft or similar.
- Detail-oriented, with strong, positive interpersonal skills and the ability effectively present information to non-financial end users.
- Organized and able to handle many duties simultaneously; knowledge of and willingness to adhere to strict deadlines; excellent time management skills.
- Evidence of strong decision-making abilities and the ability to effectively resolve problems.
- Ability to work within a team and demonstrated ability to work productively, professionally and effectively with faculty, staff, students, etc and to ensure a welcoming environment for a diverse constituency.
- Evidence of demonstrated excellent verbal and written communication skills.
- Demonstrated knowledge of University fiscal and administrative policies (purchasing, travel, professional services).
- Previous experience in a higher education setting.
How To Apply
Applications must be submitted online at http://www1.umn.edu/ohr/employment. Enter job #307731 in keyword search. To be considered for this position, please click the Apply button and follow the instructions to complete an online application for the position.

Additional documents MUST be attached AFTER application by accessing your "My Activities" page and uploading documents there.

Please attach:
1) cover letter describing your interest in the position
2) current resume
3) contact information for three professional references.

Review of applications will begin immediately. Position will remain open until filled.

Diversity
The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu. To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Background Check Information
Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.