

CENTER FOR ADULT EDUCATION & OUTREACH

POSITION DESCRIPTION Financial Specialist IV

POSITION SUMMARY: This position reports to the Associate Vice Chancellor for Academic Affairs and Outreach, with responsibility for producing management information for budget authority granted to UW-Superior by UW-Extension, as well as revenue produced through Outreach programs. The Financial Specialist facilitates the inter-institutional budget process and fiscal management for all units within the Center for Adult Education and Outreach (CAEO), including the Center for Continuing Education, Distance Learning Center, Small Business Development Center, and Cooperative Extension programs. Operating budgets of these units exceed \$5 million, including earned revenue in excess of \$4 million. The Financial Specialist exercises independent decision making in authorized areas, and must effectively communicate information for management to UW-Superior and UW-Extension administration. Confidentiality is required in many facets of the position.

50% A. Provide extensive overall fiscal support to the Associate Vice Chancellor (AVC) and all Outreach programs at UW-Superior, exercising independent decisions for major responsibilities. Apply knowledge of accounting and fiscal management principles as well as federal, state, and UW rules and regulations in carrying out these duties.

1. Propose budgetary recommendations to the AVC for strategic planning, new program development and revenue and expenditure controls. Provide assistance in budget planning for new initiatives and in identifying new program revenue opportunities. Create reports for use in budget development.
2. Work closely with the AVC and the Director of Continuing Education and Summer College in managing an evolving plan for administering Summer College through CCE. Provide recommendations and expertise based on knowledge of financial systems, tuition collection, reporting procedures and budget requirements. Prepare spreadsheets involving complex formulas to determine Summer College faculty salaries.
4. Provide expertise regarding UW-Extension budget policies, guidelines and interpretation of UW-Extension budget process to CAEO unit directors and staff.
5. Provide interpretation of the UW-Extension budget development process, UW-Extension policies and expertise pertaining to budget and program revenue guidelines within the CAEO budget process to Campus Controller and Budget and Policy Analyst. This interpretation facilitates development of the university budget and ongoing fiscal transfers from UW-Extension.
6. Analyze queries and reports, verifying accuracy of tuition revenue deposited in CAEO revenue cost centers for credit programs. Identify discrepancies and work with Bursar to resolve. As requested, report the tuition collected by semester for all Collaborative Programs and return tuition to UW-Extension by electronic transfer. Verify accuracy of budget transfers to and from UW-Extension.
7. Working with the Director of Continuing Education and the Credit Outreach Program Manager, establish and maintain a payment schedule for Credit Outreach Instructors, insuring fair payment for instruction, based on enrollments. Participate in decision making for evolving procedural revisions pertaining to Credit Courses taught through CCE. Calculate instructor salaries based on enrollment and prepare compensation spreadsheets for all Collaborative Programs, currently encompassing Health and Wellness Management Bachelors Program, Sustainable Management Bachelors and Masters Programs, and submit to Human Resources for payment.
8. Provide quarterly reports to UW-Extension. Determine actual expenditures and revenues through period ending each quarter; project yearend revenues and expenses required by UW-Extension on a quarterly schedule.
9. Verify accuracy of year-end financial balance sheets from UW-Extension. Develop fiscal year-end financial spreadsheets for CAEO units for reconciliation with UW-Extension. Identify and resolve discrepancies and report to Associate Vice Chancellor and UW-Extension fiscal staff. Submit balance reports for institutional approval.
10. Serve as project decision maker for customizations and implementation of non-credit registration and reporting software. Research and select e-commerce vendors for credit card processing, insuring compliance with regulations and university policy. Coordinate training schedules with new software vendors and CAEO staff.
11. Serve as administrator for CAEO's registration system, for security rights and access to software applications. Establish and maintain a process for collecting and reporting required data to UW-Extension for all non-credit program activities using the registration system. Manage a streamlined process for supplying accurate information reflecting all outreach work done by CAEO in annual reports to UW-Extension.

40% B. Facilitate the inter-institutional budget process with UW-Extension. Apply UW-Extension guidelines and policies to carry out this process. Demonstrate independent decision making for majority of the work and demonstrate knowledge and application of accounting principles.

1. Develop Inter-institutional Agreement (IIA) budgets: Written agreements with UW-Extension for each area of Outreach programming.

- a. Perform complex analysis relating to program growth. Determine projected expenditures and propose yearly budgetary change recommendations. Work with the AVC, Directors, and Program Managers to determine budget appropriations for new initiatives. Make recommendations for salary changes between budgets, based on changes in staffing, programming and budget constraints.
- b. Prepare required Budget Change Requests, performing complex calculations for increases or decreases in allocations based on staffing changes and new program initiatives, for the AVC's review.
- c. Compose narratives with detailed explanations for changes in budget authority for each section of the Inter-Institutional Agreement, for AVC's review and electronic submission to UW-Extension within required timeline.
- d. Incorporate approved changes in UW-Extension Master Spreadsheet for salary allocations, FTE, and program revenue fringe benefits, segregating GPR and PR among appropriate budgets, insuring accuracy. Submit approved agreement electronically to UW-Extension.

2. Develop fiscal year budgets for Center for Continuing Education, Small Business Development Center, and Cooperative Extension programs, in accordance with UW-Extension requirements, and provide information for budget management.

- a. Analyze the approved inter-institutional agreement, verifying accuracy of approved budget authority. Develop spreadsheets for individual budgets each fiscal year reflecting approved changes, for review by the AVC. Provide individual spreadsheets to budget office for input in the UW Financial System. Once complete, verify accuracy of Financial System entries and budget totals.
- b. Provide recommendations to the AVC in planning for any required budget changes during the fiscal year. Calculate changes in personnel pay, including salary and fringe benefits. Communicate changes within the units and to Human Resources for application.
- c. Prepare budget amendments with UW-Extension for additional budget transfers throughout the year, and coordinate processing. Prepare budget transfers for moving allocations to other cost centers as directed. Provide information on expenditure policies for grants and other funding regulations to Program Managers. Initiate new cost center requests as needed.

3. Manage the budget reconciliation process for all budgets within CAEO, in accordance with accounting principles and UW-Extension policies.

- a. Perform reconciliation of budgets on a monthly basis, verifying expenditures and revenues to ascertain accuracy. Resolve invoice discrepancies, disbursement errors and credit matters. Follow up on discrepancies preparing correcting entries for input in Financial System.
- b. Develop monthly financial summary reports for all cost centers within the Center for Continuing Education, for review by Director and Program Managers.
- c. Schedule and conduct meetings with Associate Vice Chancellor, Director, and Program Managers on a regular basis to provide review of individual budgets and program outcomes. Project financial outcomes based on revenue and expense activity. Provide updated revenue requirements to Program Managers.
- d. Prepare and process personnel pay changes based on new program development or appointment changes.

4. Manage the Credit and Non-Credit Course/Workshop General Ledger System

1. Manage a system of collecting cost information for all credit courses and non-credit workshops, ensuring accuracy. Determine administrative costs for each course/workshop offered. Generate reports which reflect enrollments, revenue, expenses, and net profit/loss. Provide reports to Director and Program Managers at quarterly budget meetings and discuss outcomes. Reconcile with budgeted expenses/revenue.

2. Inform Program Managers and Program Associates of any outstanding Accounts Receivables.

10% C. Provide general unit support related to fiscal duties in the Center for Adult Education and Outreach

1. Serve on Search Committees for selection process for new staff. Provide orientation of new and interim staff for CAEO units, requiring knowledge of responsibilities and procedures for all program areas within the department.
2. Participate in professional development seminars, financial meetings, conferences and training for latest technology
3. Serve as Administrator for photocopier, assign access numbers for all users, generate usage reports, and prepare Excel spreadsheets for charge backs.

4 Develop and maintain schedule of computer and software purchases and software support agreements for CCE. Establish and maintain Computer/Printer inventory for CCE.

5. Responsible for backup support for credit and non-credit programs during staff absences, or staffing turnovers, demonstrating effective ability to prioritize workload. Demonstrate knowledge of student registration and tuition payment procedures.

Knowledge/Skills:

Professional training in accounting or auditing such as that which would be acquired by earning a two year associate degree in accounting from an accredited post secondary school; or commensurate experience and training.

All	Knowledge of complex UW-Extension budget process
All	Knowledge of University fiscal policies and procedures
A.2, A.4., A.7., D.4	Knowledge of FERPA rules and regulations
All	Effective oral and written communication skills
A.1., A.2., A.4.	Provide Confidentiality
A.5., A.6., A.8., A.11., C.1., C.2.	Knowledge of and ability to apply modern accounting principles and practices
A.2., A.5., A.6., A.14., B.2.a., B.2.b.	Ability to interpret and apply complex rules, regulations, policies and procedures
A.1., B.1.a., B.1.b, B.2.c	Ability to perform complex mathematical calculations
A.2., A.11.,B.1., B.2., C.1., C.2	Provide independent decision making
A.9., A.11.,B.2.a., B.3.c.	Analytical skills
A.8, A.9., B.2.a	Ability to identify and resolve budget inaccuracies/discrepancies
All	Knowledge of computer operations, including maintaining databases, spreadsheet applications and calculator operations
ALL	Proficient in Microsoft Office: Excel, Word, Outlook, Adobe Acrobat
A.2., A.9.,D.1.	Knowledge of Peoplesoft Student financials, rosters, reports and queries
A.3.,A.4., A.7., C.1., C.2	Proficient in Certain Financial Control Module and noncredit registration and reporting applications
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