University of Wisconsin-Superior  
Position Description  
Financial Specialist (100%)  

POSITION SUMMARY:  The Financial Specialist is assigned to support the Director of the Transportation and Logistics Research Center. This position is responsible for scheduling workflow to meet deadlines, interfacing with visitors, supervising office support staff and student workers, writing contracts, procuring equipment, and monitoring departmental and grant budgets. The Financial Specialist supervises a wide variety of activities that require a significant degree of independent thinking, decision-making, and action under conditions of close, progressing to limited supervision. This position will also be expected to initiate and perform numerous ongoing activities requiring no supervision.

A. Administrative and program support of Transportation and Logistics grants including Great Lakes Maritime Research Institute Grants  
1. The position requires becoming knowledgeable and compliant with Cost Principles for Educational Institutions (OMB Circular A–21) and federal grant accounting and payment policies. Engage in continuous education on federal requirements relevant to grant budgets.  
2. Maintain manual or automated accounts receivable and accounts payable data.  
3. Maintain file of grant contacts and application forms. Maintain subsidiary files on the accounting system. Develop and maintain microcomputer spread sheets for defined applications related to assigned tasks.  
4. Assist in preparing grant applications, timely submission of grant applications.  
5. Manage budget for grants, including assist in planning of said budgets.  
6. Establish on-going timely communications with grant sponsors in regards to budgets, funding and reporting processes. Coordinate posting of revenue data for the accounting control system. Receive, document and deposit monies received; prepare and process refunds and adjustments.  
7. Initiate faculty research associate employment contracts; assign faculty research associate research budget allocations. Compile financial data for monthly journal entries and producing financial reports.  
8. Assist in preparing invoices, verify invoices and insure timely submission of invoices, reconcile monthly budget summary reports, resolve discrepancies, Prepare batch entries and reconcile daily fiscal input to the agency's automated fiscal system. Review, analyze and negotiate an adjusted settlement on disputed invoices. Maintain encumbrance balances as payments are made. Collect, analyze and prepare billings, including accounting for revenue received through deposits.  
9. Initiate student research employment contracts, assign student research study budget allocations to T&L faculty, check student time sheets for accuracy, sign as secondary supervisor, submit in timely manner to meet deadlines, supervise training and monitor work performance. Coordinate the time distribution reporting system. Make sure that research assistants have the proper security and access for the research that they are doing within the scope of university policy and procedure.  
10. Prepare financial close out statements for grants, review with director and submit documents to grantors and to grants administration.
B. Organizational support to the Transportation and Logistics Research center and the Great Lake Maritime Research Institute

1. Prepare end of month budget reports for Director with joint monthly discussions of each budget. Verify input and batch totals of posted entries, adjust report totals if necessary, and distribute final reports to another higher level of processing. Reconcile documents on a monthly basis to accounting reports; perform a quality assurance review; and prepare federal reports to receive reimbursement.

2. Make travel arrangements, prepare, process pre and post travel paperwork for T&L faculty and T&L students, cash and distribute funds from travel advance checks.

3. Initiate purchasing via purchase requisitions, research center credit cards or internet. Audit, analyze, code and process for payment invoices against purchase orders, contracts, state employee travel vouchers, nonstate employee reimbursement claims, direct payments, general services billings, correction transfer vouchers and other specialized invoices.

4. Conduct physical inventory of equipment and supplies and prepare replacement plan and budget. Initiate all service contracts for computer equipment and electronic equipment.

5. Prepare and submit time and effort reports to accounting on a quarterly basis. Prepare periodic internal/external management schedules/reports.

6. Prepare and reports to the grants administration office as requested by that office.

7. Contact vendors in support of acquiring new supplies and equipment. Audit for approval requisitions for the purchase of goods and services.

8. Maintain T&L accounts, balance, and deposit funds from grants. Monitor and administer charge-backs of internal service fund type operational costs as distributions to organizational cost centers. Audit transactions to insure that payments are processed in the proper fiscal year in accordance with budgetary/statutory intent.

9. Prepare for and participate in quarterly meetings with the director, UW-Superior Accounting and Grants Administration office on the status of the TLRC’s research funding. Audit and summarize receipt and refund of disbursement data. Compile financial data from monthly journal entries and produce quarterly financial reports for the meeting. Reconcile documents on a periodic basis to accounting reports; perform a quality assurance review; and prepare federal reports to receive reimbursement.

10. Prepare for and participate as a contact person in financial audits of T&LRC grants, budgets and accounts. Interpret relevant fiscal handbooks/preaudit guidelines, exercising good judgment in applying rules in the auditing of transactions. Assist auditors in preparing working papers, schedules, tables, graphs and other exhibits for interim and final audit reports. Assist auditors in summarizing transactions of state agencies, governmental units, businesses or individuals. Participate in quarterly and year-end reconciliation activities.

C. Administrative and program support to Director

1. Receive visitors arriving at the T&L Research Center.

2. Screen director’s mail, respond to routine requests, and prepare memoranda, correspondence, reports, and newsletters as requested.

3. Set up appointments, directs phone calls, greet visitors.

4. Initiate correspondence, reports, and forms for semi-annual T & L Advisory Board meetings. Act as liaison between faculty, students, and advisory board members.

5. Maintain and update T&L Research Center website on a monthly basis.

6. Develop and revise center procedures and filing systems.

7. Organize tickler file. Act on behalf of Director to ensure that required reports/University forms, requests from other disciplines, etc. are submitted within required time frames.

8. Coordinate internal research projects as requested by Director.
9. Sort mail, answer telephones, distribute messages, post relevant material and maintain Center bulletin boards.
10. Compiles and maintain Center records and files.
11. Other duties as assigned

D. Administrative and program support to T&L Faculty
1. Order classroom teaching aids and library requests.
2. Aid in preparation/proofreading of teaching and research material.
3. Design various promotional brochures in support of program, classes, workshops, forums, and seminars.
4. Initiate requests to other Universities for research material.
5. Compile and maintain T & L faculty records and files.

E. Administrative support to building coordinator: Research Center
1. Maintain supervise, and support the T & L research center facilities.
2. Coordinate with custodial staff to ensure that public spaces in the research center are neat, clean and in working order at all times.
3. Prepare and sign key request cards for faculty and staff, provide security of Transportation Center’s master key and monitor key requests for research center spaces.
4. Compile and maintain records and files on research center facilities.
5. Coordinate with the director and facilities management to plan, budget, purchase and oversee replacement of furniture, carpeting and painting of spaces in the T&L research center on an annual basis and if needed due to breakage or damage.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Proficient in Microsoft Office: Excel, Word, PowerPoint, Outlook, Adobe Acrobat Pro, and Microsoft Publisher
- Knowledge of computer operations, including maintain databases, spreadsheet applications and calculator operations
- Ability to identify and resolve budget inaccuracies/discrepancies
- Provide independent decision making
- Ability to interpret and apply complex rules, regulations, policies and procedures
- Effective oral and written communication skills
- Ability to manage multiple tasks and set priorities under competing deadlines
- Ability to establish and maintain effective working relationships with university, government officials, students and other representatives.