Position Summary: The Financial Specialist will support the Transportation and Logistics Research Center and Great Lakes Maritime Research Institute. This position must be able to meet deadlines, interface with visitors, supervise office support staff and student workers, write contracts, procure equipment, and monitor departmental and grant budgets. This position requires a significant degree of independent thinking, decision-making, and action.

Duties and Responsibilities:

A. Administrative and program support of transportation and logistics grants
   • Maintain manual or automated accounts receivable and accounts payable data
   • Maintain file of grant contacts and application forms, including those in accounting system. Develop and maintain microcomputer spread sheets.
   • Assist in preparing grant applications with timely submission.
   • Manage budget for grants, including assist in planning of said budgets.
   • Communicate and coordinate with grant sponsors regarding budgets, funding and reporting.
   • Work with faculty and students employment research contracts and searches.
   • Assist with entire invoice and billing process.
   • Prepare financial close out statements for grants submit documentation as needed.

B. Organizational support
   • Prepare, edit, and reconcile end of month budget reports, documents, and other various reports.
   • Make travel arrangements for T&L faculty, staff, and students.
   • Make purchases and process payment invoices.
   • Inventory equipment and supplies and prepare replacement plan and budget.
   • Prepare and submit time and effort reports to accounting on a quarterly basis. Prepare periodic internal/external management schedules/reports.
   • Prepare and summarize reports for the grants administration office as requested by that office.
   • Contact new vendors and audit for approval requisitions for purchases.
   • Maintain T&L accounts, balance, and deposit funds from grants.
   • Prepare for and participate in meetings as needed.
   • Serve as contact person in financial audits of T&LRC grants, budgets and accounts. Prepare for and participate in audit process.

C. Administrative and program support
   • Receive visitors at T&L Research Center, sort mail, answer phones, maintain bulletin boards, and other office administration tasks as needed.
   • Serve as administrative support for Director.
   • Correspondence and prepare for T & L Advisory Board meetings. Act as liaison between faculty, students, and advisory board members.
   • Maintain and update T&L Research Center website on a regular basis.
   • Develop and revise center procedures, records and filing systems, including tickler file.
   • Coordinate internal research projects as requested by Director.
   • Support student assistants: assist in hiring, responsible for record keeping, timesheets and close out forms
   • Support T&L scholarships activities and coordinate with sponsors.
D. Administrative and program support to T&L faculty
- Order classroom teaching aids and library requests.
- Aid in preparation-proofreading of teaching and research material.
- Design various promotional brochures.
- Initiate requests to other Universities for research material.
- Compile and maintain T & L faculty records and files.

E. Administrative support to building coordinator
- Maintain supervise, and support the T & L research center facilities.
- Coordinate with custodial staff to ensure that public spaces in research center are neat and clean.
- Prepare and sign key request cards for faculty and staff, monitor key requests for research center.
- Compile and maintain records and files on research center facilities.
- Coordinate with the director and facilities management to plan, budget, purchase and oversee replacement of items for research center.

F. Other duties as assigned
- Complete required trainings and other tasks required for employment

Knowledge, Skills, and Abilities:
- Be knowledgeable and compliant with Cost Principles for Educational Institutions (OMB Circular A–21) and federal grant accounting and payment policies.
- Ability to engage in continuous education on federal requirements relevant to grant budgets.
- Knowledge of UW Superior and UW System policies and procedures.
- Knowledge of accounting and financial practices.
- Ability to work with limited supervision.
- Ability to communicate effectively with a diverse campus and population.
- Ability to plan, organize and prioritize work
- Excellent oral and written communication skills

Minimum Qualifications:
- 2 years in an administrative support role

Preferred Qualifications:
- Experience in administering grants
- Experience in working in higher education
- Associate or Bachelor’s Degree from an accredited institution