

The University of Akron
Classification Specification

Job Title:	Coord SRWS Business Operations	Job Code:	47543
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	10/14/4/07

Job Summary:

Serve as the primary facilitator and manager of all accounting and payable operations within Student Recreation and Wellness Services. Responsible for accounting activities, maintenance of records, budget forecasting, expense tracking, purchase requests/verification, membership office management, verification of funds disbursement, and assisting with student payroll management.

Essential Functions:

55% Monitor the daily activity in the departmental accounts and assure that the information is accurate. Prepare and analyze debits/credits, reconcile and balance this information to the general ledger, detect and investigate accounting errors and resolve associated problems. Review, monitor, and analyze monthly budget statements and coordinate the annual budget process with the Director. Manage departmental procurement policies, procedures, and contracts. Input purchasing information into database. Monitor spending and reconcile the credit card purchases. Prepare spreadsheets showing revenues and expenditures within the budgets for comparison to previous years. Serve as the primary department liaison to Purchasing, Accounts Payable, and Budget Offices.

20% Manage membership area in training student staff, selling memberships, staffing, and other retail sales. Track membership data. Review membership applications for correctness. Process membership forms and cancellations. Reconcile monthly payroll deductions and maintain parking information and prepare spreadsheet for transfer of funds. Maintain files for all SRWC members. Provide support in membership processing. Maintain accurate accounting records for the purpose of meeting department needs, preparing for audits, and providing information for month end reports.

10% Review Club Sports budgets to preclude deficit issues and adjust inappropriate transactions against accounts. Prepare requisitions for expenditures/reimbursements.

10% Assist Director and staff with various projects as assigned.

5% Prepare daily deposit of sales and input the data into the CASHNET system. Direct and investigate errors and correct any discrepancies.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in accounting/bookkeeping and clerical procedures. Requires analytical skills to identify problems, assess alternative, render consistent and logical decisions. Ability to write concise and logical reports and ability to work independently required. Ability to work as a part of a professional team that collaborates effectively with colleagues required. Strong computer skills to include spreadsheets, word processing and databases required. Strong communication skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

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