

The University of Akron
Classification Specification

Job Title:	Budget Coord-Art	Job Code:	80251
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance/Accounting Division	Date:	2/5/14

Job Summary:

Assist the School Director by providing support in managing and administering the fiscal resources of the department in accordance with the goals of the school and the mission of the University.

Essential Functions:

35 % Facilitate, record and monitor expenditures from numerous operating funds provided for departmental programming. Prepare monthly, yearly and special budget reports.

25% Facilitate, record and monitor expenditures from numerous restricted funds provided for departmental activities, special projects, scholarships, grants and faculty and student travel.

20% Process and review financial transactions within the University system for both outside vendors, internal services and materials.

10% Compile data on equipment, travel, course fees, technology, student assistants, grants and scholarships to provide School Director with financial information and budgetary recommendations.

10% Provide financial advice and recommendations to the School Director, departmental faculty and staff to facilitate academic purchases and activities.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years relevant accounting/budget and purchasing experience. Advanced computer skills including spreadsheets, databases and word processing required. Strong communication and problem solving skills and attention to detail 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.