

Business Services Specialist

Work type: Staff Full-time

Location: UMBC Campus

Categories: Business/Accounting/Finance

Department: Department of Sociology, Anthropology, and Public Health (SAPH).

Responsibilities:

The incumbent serves as primary financial support for the Department of Sociology, Anthropology, and Public Health (SAPH). SAPH is an academic department under the College of Arts, Humanities, and Social Sciences, and is the home of three undergraduate programs, one MA graduate program, the Center for Aging Studies, and houses the joint UMB-UMBC PhD program in Gerontology. Reporting to the Chair, this position is responsible for managing, overseeing and processing all financial activities for the department.

The major areas of responsibility are the department budget, payroll, hiring and other administrative duties related to the department's finances. For the budget, the incumbent processes, monitors, and summarizes financial activity reports. This includes developing and analyzing accounting reports for the Department Chair. Specific responsibilities include maintaining budgets and paperwork for the overall operation of the Department, department-supported faculty and staff travel, start up and special initiative accounts, lectures and student events, working fund transactions, and other payable/receivables.

Specific duties for payroll and hiring include: serving as primary payroll preparer, generating contracts for adjunct faculty, graduate assistants, and contingent employees; updating position classifications, onboarding new hires, and providing payroll information to new employees.

The incumbent serves as P-card supervisor and processes department purchases through Procurement including creating requisitions, receipts and requesting invoice payments. This position serves as a department resource on UMBC & department policies impacting purchases, travel, payroll, and other financial business.

This position is the inventory custodian for sensitive inventory. This includes tagging and recycling equipment and facilitating Computer Replacement Initiative requests.

In addition, the incumbent will perform other duties as assigned.

****For the 12th year in a row, UMBC has been recognized as a 2021 Great College to Work For.****

Required Minimum Qualifications:

Education: High School Diploma or GED.

Experience: Six years progressively responsible experience in a combination of budgeting, accounting, payroll, purchasing, and personnel work.

Strong analytical and verbal and written communication skills.

Knowledge of MS Excel or similar financial software.

Ability to prepare and present financial reports.

Preferred Qualifications:

Bachelor's degree in Accounting

Experience with PeopleSoft Finance, Campus Solutions, Proficiency with Microsoft office overall is a plus. The ideal candidate will be a self-starter capable of working effectively with minimal supervision on a regular basis.

Background Screening Statement:

A background check will be required.

Special Instructions to Applicants:

Must provide cover letter, resume, and a minimum of three references.

Closing Date: February 11th, 2022

Salary: Pay Range 11 (starting at \$43,293) based on the University System of Maryland Pay Program.

Hours: Full-time

Type: Regular

FLSA Status: Nonexempt