

<b>Job Level</b>	<b>Financial Transactions Coordinator</b>	<b>Technical/Support Level II</b>
Oversight Received	<ul style="list-style-type: none"> <li>* The Coordinator takes direction from and works closely with the Director to assist in providing guidance and oversight for the day-to-day operational transactions of the OVPR and its 8 divisions.</li> <li>* Identifies problematic areas as well as assists the Director in determining the best course of action in resolving identified issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Completes tasks without immediate supervision</li> <li>• Work is regularly checked.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Compiles, computes, analyzes and summarizes data related to the 13, 16, 21, 22, 29, 53, 64 and 99 funds across the VPR Division, identifies problematic areas as well as assists the Director in determining the best course of action in resolving identified issues.</li> <li>* Assists with the annual Budget Construction and SALX processes including, budget data compilation, raise comparisons to control numbers, and data entry.</li> <li>* Process CSURF Municipal Lease and Line of Credit lease payments to meet lease debt service on a timely basis.</li> <li>* Prepares Research Building Revolving Fund (RBRF) repayment agreements.</li> <li>* Develops queries, collects external expenditure data, and assists in developing new management reports to communicate financial information.</li> </ul>	<ul style="list-style-type: none"> <li>• Problems encountered are varied but similar.</li> <li>• Responses typically drawn from pre-established solutions.</li> <li>• Resolves non-routing issues escalated from junior team members</li> </ul>
Interaction/Communication	<ul style="list-style-type: none"> <li>* Provides guidance and direction to research division staff on financial transactions including purchasing procedures, reimbursements, funding transfers, budget monitoring, documentation, and reporting, University financial systems, state and institutional financial policies and procedural matters.</li> <li>* Work closely with Director to provide VPR funding support for start-up, retention, cost share, equipment and other research enhancement funding activities in a timely and accurate fashion.</li> </ul>	<ul style="list-style-type: none"> <li>• Audience is typically knowledgeable about the subject matter.</li> <li>• May need to present information in multiple written forms.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Serves as fiscal officer on VPR departmental accounts and as account delegate within the VPR division as assigned.</li> <li>* The position entails financial transactions accounting and reporting responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• May be accountable for on-time delivery of own work or that of others on the team.</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's degree in Business Administration with a major in accounting or related field.</li> <li>* Minimum of 5 years' experience working in a university financial setting, with oversight for multiple accounts and account types at progressively increasing levels of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires technical know-how and broad understanding of subject area.</li> <li>• May require vocational qualification or certification.</li> </ul>