

DEBBIE TEMPLETON
Rhodes College Bachelor of Arts (BA)
ACCOUNTANT

Years Service: 4 years (3/24/05)

Summary of Job Description: Provide clerical support to the department and to assigned faculty members. Provide administrative support to the department, Primary Investigators (PI) and to AES faculty by monitoring, maintaining and supervising the departmental, restricted and AES accounts. Provide support to PI's in preparing proposals. Serves as departmental liaison to Sponsored Programs (SP), Contracts and Grants (C&G), Telephone Services and Property Control. Hold and maintain departmental Procurement Card (P-card) and make the majority of purchases and purchase requests.

- 1) Task/Responsibility: Provide clerical and administrative support to the Department of Housing and Consumer Economics and nine assigned faculty members with addressing daily issues, communicating with other departments on campus as well as contacts off campus, preparing class or meeting materials, presentations, correspondence, documents and reports, arranging for meeting or conference space, setting up conference calls, as well as other duties. Maintain a staff presence in House B. Maintain the House B conference room calendar. Monitor security, custodial services, as well as building & equipment maintenance issues. Place & follow-up on service calls and work orders. Communicate with House residents to disseminate information regarding security and maintenance issues. Work both alone and together with other support staff members on various tasks and projects.

Work Standard: The ability to work with others, follow directions, actively communicate, and meet deadlines. Sensitivity to the varying levels of need from individual faculty members and the ability to respond accordingly. Well developed organizational skills and attention to detail. Proficiency in various software programs. Working knowledge of UGA administrative resources. Knowledge of UGA policies and procedures. Knowledge of the operation and maintenance of computer hardware, copiers, faxes and other office equipment. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 2) Task/Responsibility: Maintain both electronic and physical records pertaining to all HACE accounts. Update account records on an ongoing and daily basis. Investigate and rectify any anomalies. Communicate with Department Head regarding account issues. Process online forms, documents and paperwork to maintain accounts. Balance accounts against the official status reports on a monthly basis. Monitor fiscal spending. Print and distribute monthly reports regarding the status of accounts for the department.

Work Standard: Knowledge of UGA accounting practices, policies and procedures. Knowledge of and proficiency in accounting systems and software programs such as Excel, WebDFS, ARROW, TSO and web browsers. The ability to work with others,

follow directions, actively communicate, and meet deadlines. Well developed organizational skills and attention to detail. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 3) Task/Responsibility: Perform responsibilities associated with serving as departmental Travel and Reimbursement Support Representative. Assist with the preparation and submission of pre-travel approval forms. Work with faculty to answer questions and provide guidance regarding travel and reimbursement policies. Prepare and submit reimbursement requests for both travel and other reimbursable expenses. Follow-up on requests through resolution. Inform Denise Horton of upcoming departmental travel.

Work Standard: Knowledge of UGA travel and reimbursement policies and procedures. The ability to work with others. Attention to detail as well as well developed organizational and communication skills. Proficiency in using various online resources and software programs. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 4) Task/Responsibility: Hold the department P-card and make the majority of purchases and purchase requests for the department. Take & evaluate requests for purchases, research potential suppliers/ cost vs. value & place orders directing the shipment to the proper address. Follow-up on delivery, approve transactions and e-bills, maintain transaction log, generate monthly reports and maintain files and records.

Work Standard: Knowledge of UGA P-card, procurement and vendor policies and procedures. The ability to work with others. Attention to detail as well as well developed organizational and communication skills. Proficiency in using various online resources and software programs. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 5) Task/Responsibility: Perform responsibilities associated with serving as the departmental Contracts and Grants Administrator. Provide administrative and policy support to PI's in preparing grant proposals. Submit grant proposals to Sponsored Programs. Provide follow-up support to the PI through the approval, award, and administration of a grant (i.e. disseminating information, processing check requests, facilitating payroll, facilitating extension requests, processing budget amendments, etc...). Communicate with SP and C&G as necessary to facilitate in the grant process, to obtain or disseminate information, and to submit reports and other paperwork. Provide confirmation of total expenditures and balances on restricted accounts to C&G once a grant has ended. Request residual funds when applicable. Look for and notify faculty and doctoral students of funding opportunities.

Work Standard: Knowledge of UGA accounting, Sponsored Programs as well as Contract and Grants practices, policies and procedures. Knowledge of and proficiency in accounting systems and software programs such as Excel, Explorer and Adobe. The ability to work with others, follow directions, actively communicate, and meet

deadlines. Well developed organizational skills and attention to detail. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 6) Task/Responsibility: Perform responsibilities associated with serving as the departmental Telephone Liaison. Work with HACE staff and faculty members as well as the staff at Telephone Services to maintain appropriate departmental telephone and voice mail services. Process paperwork to change and/or add to the departmental telephone services.

Work Standard: Knowledge of UGA telephone policies and procedures. The ability to work with others, follow directions, actively communicate, and meet deadlines. Well developed organizational skills and attention to detail. Proficiency in various software programs. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.

- 7) Task/Responsibility: Perform responsibilities associated with serving as departmental Inventory Liaison. Work with the Property Control department to conduct an annual inventory of all departmental equipment and furnishings monitored by that department. Maintain an inventory spread sheet. Coordinate the release of equipment and furnishing to Surplus as necessary (usually twice a year).

Work Standard: Knowledge of inventory policies and procedures. The ability to work with others, follow directions, actively communicate, and meet deadlines. Well developed organizational skills and attention to detail. Proficiency in various software programs. Pursue ongoing training as needed to effectively fulfill tasks and responsibilities.