

## **Job Summary**

This is a highly responsible position that oversees all business, financial, and human resource aspects of the External Relations Unit, Dean's Office, Foods and Nutrition Department and the Institute for Human Development and Disability Unit. This position reports directly to the Financial Director, supports the Dean as well as the three other departments in the College of Family & Consumer Sciences. Responsibilities include budget oversight and management for these units and assisting unit financial personnel with questions regarding business, fiscal and HR matters.

Please use the UGA application system (iPaws) to apply for this position. The link to iPaws is: [https://www.ugajobsearch.com/applicants/jsp/shared/Welcome\\_css.jsp](https://www.ugajobsearch.com/applicants/jsp/shared/Welcome_css.jsp). The posting number for this position is: 20171210.

## **Minimum Qualifications**

Completion of a Bachelor's degree in accounting, business, or a related discipline with seven years of related experience required; or any equivalent combination of education, training, and experience.

## **Preferred Qualifications**

- \* Masters in Business Administration (MBA) or other masters degree.
- \* Bachelor's degree in Accounting, Business Administration, or related discipline.
- \* At least seven (7) years of related experience in an accounting role, prefer direct UGA experience.
- \* At least three (3) years of experience with UGA accounting.

## **Education, Experience, Licensure, Certification Required**

Completion of a Bachelor's degree in accounting, business, or a related discipline with seven years of related experience required; or any equivalent combination of education, training, and experience.

## **Knowledge, Skills, Abilities and/or Competencies required to successfully perform work**

- \* Thorough knowledge of UGA and Foundation policies and procedures, experience with IMS/TSO, WEBDFS for personnels and budget amendments, WEBDFS for accounting, eCheck/eTravel, iPaws, Foundation check system. Kronos, Simpler, UGA mart and Microsoft Suite (excel, word, power point, outlook).
- \* Experience with contracts and grants, sales and service accounts, indirect costs, salary savings, foundation and study abroad.
- \* Must be able to develop and manage budgets as well as strategic planning with Department Head and Financial Director.
- \* Ability to communicate effectively via multiple venues to varied stakeholders.

- \* Ability to utilize computer technology for all applications in a manner that meets performance expectations.
- \* Ability to remember, organize and consistently focus on a large amount of details and come to appropriate conclusions.
- \* Mentor two financial staff to provide fiscal oversight and professional development for the FDN and IHDD departments.
- \* Work in a team environment and contribute to the team as well as accomplish individual tasks and goals.
- \* Ability to work under pressure, meet applicable deadlines, and adaptable to change.
- \* Ability to interpret data and report to senior administration important fiscal matters.
- \* Excellent customer service skills and treat others with respect and professionalism.
- \* Positive attitude, open to change and team man-ship.

### **% Time/Responsibility/Duty**

#### **30%**

- \* Supervises and approves budget and personnel amendments, processing all payrolls for these departments including monthly, academic, hourly, salaried-biweekly.
- \* Budgeting personnel on grant accounts, state accounts and restricted accounts.
- \* Monitoring accounts to ensure that overdrafts are corrected.
- \* Reviewing purchase orders, check requests, and requests for authority to travel for compliance and accuracy.
- \* Assisting faculty and staff with grant budgets with regard to submission and budgetary compliance.
- \* Review, tabulate and submit continuous budget modifications to the original budget or new funding allocations. This includes processing personnel reports, budget amendments and necessary PAR adjustments and journal vouchers when necessary.
- \* Assist departmental accountants with monitoring sales and service accounts to make sure that projected income is budgeted, carryover is budgeted and spent within one year of carry forward.
- \* Review carry forward and deferred income requests to make sure that they are accurate and complete.
- \* Run reports to make sure that temporary employees are terminated via personnel report. This includes student workers, grad assistants, part-time faculty, and other temporary employees. This can also be done in Kronos.
- \* Manage salary savings and indirect cost recoveries for two departments and for College.

#### **20%**

- \* Structure and manage the flow of work for the two departments' senior accountants supporting department heads. This includes supervising the process of financial and personnel operations, training, budget and expense analysis, co-hiring and recommendations on final decisions for these two departments. This also involves

independent responsibility for financial health of these two departments with oversight from the Financial Director and Dean of the College. Meets with department heads, faculty and staff to explain policies and procedures and resolve issues.

### **15%**

Assist Financial Director with the College's annual budget development and manage budget of two departments and two units with focused oversight in fiscal and personnel matters. This includes financial consulting with senior administration of College and supporting the financial and administrative mission of the University.

### **15%**

- \* Provide financial, business and human resources support to the External Relations Unit and the Dean's Office. This includes processing financial transactions and managing budget.
- \* Assist these two units with developing and managing budget as well as reviewing monthly reports with team.
- \* Attend meetings as needed.
- \* Using UGA Foundation system to run reports and provide analysis to Director of Development.

### **10%**

- \* Assist Financial Director with reviewing, submitting, managing, and hiring process for all departments in iPaws.
- \* Create processes and checklists for department's and other financial staff reference to help navigate iPaws and the hiring process.
- \* Oversee study away programs and assist Associate Dean of Academics with process, reviewing budgets, and financial management. Assist others with reconciliation of trips including training.

### **5%**

Attend Training and Development classes each semester to improve skills and keep abreast of new and changing policies and procedures related to accounting, budgets, sponsored programs and other University Policies and Procedures.

### **5%**

Assists Financial Director with other duties as assigned and special projects.

