Recruitment Number: 27896
Job Code: 004627
Job Code Title: FINANCIAL SVC ANL 2
Working Title: Purchasing and Disbursement Coordinator
FLSA: Non-Exempt
Appointment: Career
FTE: 100%
Recruit Type: External
Dept Name: Donald Bren School Of ICS
Location: UCI Campus - Irvine
Schedule: 8-5, M-F
Salary: $23.47 - $28.86

Job Summary:
Under the general supervision of the Director of Finance, the incumbent is responsible for processing, tracking, and managing all accounts payable transactions in the Donald Bren School of Information and Computer Sciences, including, but not limited to TEM, DV, PalCard, Low- and High-value purchase orders, and other Kuali financial system documents and transactions as needed. Applies organization policies and procedures to resolve a variety of moderately complicated issues. Interacts with organizational partners to ensure timely processing of transactions. Works on financial services problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Assists in ensuring School-wide compliance with UCI financial requirements, including but not limited to audit and fiscal close activities. Performs other duties as assigned.

Job Description:
Job Essential Function 1
Percent of Time: 50%
Reviews, processes, and approves standardized financial transactions by applying professional financial and accounting concepts, for all procurement and disbursement processes for the School. Ensures these transactions are performed with accuracy and that daily operations run smoothly Effectively addresses difficult and complex customer inquiries.

Job Essential Function 2
Percent of Time: 10%
Regularly attend campus forums and keeps abreast with policy updates to develop and implement new and changing business processes.

Job Essential Function 3
Percent of Time: 10%
Documents processes and procedures for financial activities. Maintains internal ICS KFS logs.

Job Essential Function 4
Percent of Time: 10%
Participates in audits of internal records and processes; researches, assesses, and recommends changes as needed. Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.

Job Essential Function 5
Percent of Time: 10%
Functions as a resource to support staff on issues such as researching financial discrepancies, escalated customer service problems and vendor concerns. Coordinates periodic School-wide workshops to disseminate new processes, and to ensure adequate control within each unit.

Job Essential Function 6
Percent of Time: 5%
Prepares reports and analyses to include summaries of financial transactions, evaluation of current and proposed services, etc. for long-range efficiency and inventory control plans for departments within the School.

Job Essential Function 7
Percent of Time: 5%
Responsible for assisting new academic hires with removal/relocation needs, processing, and submitting applicable forms and transactions.

Skills, Knowledge and Abilities:
Required:
Working knowledge of financial processes, policies and procedures.

Proficiency in the use of spreadsheet and database software.

Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision making.

Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.

Strong knowledge of financial data management and reporting systems.

Bachelor's degree in related area and / or equivalent experience / training.

Preferred:
Ability to function effectively as a member of a team.

Ability to adapt to changing priorities.

Skills to provide coaching and mentoring to support staff.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/8100130-purchasing-and-disbursement-coordinator