

Finance Specialist
Department of Chemistry

Posting Number 0600415
Grade 013
Pay: \$12.38 - \$13.93

External Posting Dates: 2/26/2008 - 3/7/2008
Job Type: Part-time, Regular

- Applies advanced skills and knowledge of departmental policies and procedures to perform one or more of the following areas: general accounting, accounts payable, accounts receivable or other related area.
- Manages financial records. Develops and monitors budgets, reconciles accounts, researches and resolves discrepancies, posts information, and processes payments and billings. Prepares financial documents. May prepare forecasts or make budget recommendations.

Major Duties

- Develops, compiles and distributes reports and summaries. Serves as a liaison with University departments and/or outside agencies to resolve discrepancies and provide information on policies and procedures.
- Develops and maintains databases and/or spreadsheets.
- May engage in some office management and/or project coordination.
- May prepare department payroll and/or perform other clerical functions.
- May supervise staff and /or student employees.
- Post high school education or an equivalent combination of education and experience.

Minimum Qualifications

- One year of experience in accounting systems.
- Ability to operate computer and appropriate software.

Desired Qualifications

- Familiarity with University financial procedures.

Required Applicant Documents

Resume

Optional Applicant Documents

Cover Letter highlighting your qualifications

Additional Position Information:

20 hrs/wk & .50 FTE: The standard hours for this position do not qualify the new incumbent for the University's retirement plan or the dependent tuition remission plan. The new incumbent will be eligible for other University benefits.

Application Types Accepted

Staff Application, apply online at <https://www.wmujobs.org>