The Center for Environmental Sciences and Engineering Financial Specialist (Financial Analyst 1)

JOB SUMMARY

The Center for Environmental Sciences and Engineering (CESE) / Institute of the Environment (IoE) is seeking a full-time Financial Specialist to provide guidance and technical expertise in management of financial resources and business operations.

The successful applicant will professionally manage day-to-day financial and business activities to successfully meet firm deadlines, manage staff development and assignments, serve in a leadership role for the CESE / IoE, and provide support to its Director, as well as to faculty members, staff members, and students.

DUTIES AND RESPONSIBILITIES

- Maintains, evaluates, and modifies systems of financial practices and records. Ensures compliance with federal, state, and university standards.
- Manage budgets for state appropriations, laboratory facility, and foundation accounts, including strategic budget planning, reconciliation, fund and expenditure transfers, projections, financial reporting, and audits.
- Manage grant-funded accounts for Director and CESE staff, including comprehensive understanding of project agreement, budget and subaward monitoring, reconciliation, cost transfers, supplements and extensions, and financial reporting.
- Serve as liaison between Principal Investigators and Sponsored Program Services and other administration.
- Support Director and CESE staff in preparation and submission of grant-funded proposals to federal, state, private organizations, and internal competitions, including budget development, required forms and documents, compliance review and entry/upload to proposal portal to assure timely submission.
- Coordinate and process billing for analytical services by CESE Laboratories to UConn, UConn Health Center, and outside clients. Manage payments and collections, maintain revenue projections, and provide reports to CESE / IoE Director and Laboratory Director.
- Supervise a professional staff member.
- Prepare and process payroll authorizations and required forms for CESE / IoE professional staff, postdocs, and students. Maintain personnel records, respond to payroll and personnel inquiries, organize annual employee performance evaluations, review and approve bi-weekly timecards, and serve as liaison between staff members and Human Resources or Payroll Departments. Aide employees through visa process, as needed.
- Process purchase requisitions for department by purchase order or credit card, reconcile receiving, approve invoices for payment, and resolve discrepancies.
- Arrange travel for staff, volunteers or guests for research, meetings, or conferences, including airfare, lodging, meals, and local transportation, complying with University policy and funding regulations. Prepare and process travel reimbursements, assuring accuracy and appropriateness of charges.
• Review and reconcile complex effort reports for faculty members, staff members, and students paid on grant-funded projects. Verify accuracy of generated reports, aide faculty and staff members through the approval process and act as liaison between faculty or staff members and Sponsored Program Services to resolve discrepancies.
• Participate in budget and senior staff meetings.
• Coordinate job searches for new or vacant positions. Provide guidance to director, search committee members, and new hire through onboarding.

MINIMUM QUALIFICATIONS

1. Bachelor’s degree in accounting or related business field
2. At least four years of related experience
3. Knowledge of generally accepted accounting principles, systems analysis, and data processing procedures
4. Ability to work independently and regularly exercise informed judgement regarding financial and administrative procedures, while comprehending the importance of details
5. Demonstrated organizational and time-management skills, and ability to juggle multiple priorities and meet deadlines
6. Ability to successfully work with diverse teams, and support a culture of diversity, equity and inclusion
7. Proficiency in Microsoft Office applications including Excel, Word Outlook, and PowerPoint

PREFERRED QUALIFICATIONS

1. Experience working in a fast-paced, changeable environment
2. Excellent interpersonal skills and demonstrated ability to develop and maintain positive, professional, respectful, and appropriate working relationships
3. Ability to resolve fiscal or regulatory problems governing grants and contracts
4. Understanding of principles and practices of employee supervision
5. Experience in critical thinking and innovative problem resolution
6. Ability to diplomatically and effectively communicate information that may be complex or difficult to understand, via verbal or written means
7. Proficiency producing financial reports and analyses in clear concise formats
8. Ability to maintain confidentiality of information and professional boundaries
9. Experience working in a higher education institution
10. Knowledge of online financial systems.

APPOINTMENT TERMS

This is a full-time, permanent position. The university offers a competitive salary, and a comprehensive benefits package. Further information is available here: https://hr.uconn.edu/employee-benefits-overview/.

TERMS AND CONDITIONS OF EMPLOYMENT
Employment at the University of Connecticut is contingent upon the successful candidate’s compliance with the [University’s Mandatory Workforce COVID-19 Vaccination Policy](#). This Policy states that all workforce members are required to have or obtain a Covid-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

**TO APPLY**

Please apply online at [https://hr.uconn.edu/jobs](https://hr.uconn.edu/jobs), Staff Positions, Search #496106 to upload a **resume, cover letter** that addresses the minimum and preferred qualifications, and contact information for **three (3) professional references** (including email, phone number, and mailing address).

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 15, 2022.

All employees are subject to adherence to the State Code of Ethics which may be found at [http://www.ct.gov/ethics/site/default.asp](http://www.ct.gov/ethics/site/default.asp).

*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*