

Business Operations Specialist (Job Number: 75268BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not a grant-funded position and is not contingent on future grant funding
Salary	Depends on experience
Close Date	February 4, 2022
Job Description	<p>Mary Lou Fulton Teachers College (MLFTC) is seeking a highly motivated, outgoing, and dynamic Business Operations Specialist to assist with organizing and coordinating the business operations functions in accordance with established goals, priorities, time limitations, funding limitations, and financial regulations. These functions include accounting, purchasing, payroll, staffing, academic services, and other functions designated by the Fiscal Specialist utilizing and following standard University programs, policies, and procedures.</p> <p>This individual will exercise autonomy and final decision-making authority. The position is intended to cover a broad range of responsibilities in the absence of a designated Business Operations Manager and requires independent judgment and problem-solving skills. The incumbent will interact with staff, faculty, and administrators at all ASU levels and exhibit strong abilities to manage multiple tasks and priorities.</p>
Essential Duties	<ul style="list-style-type: none"> • Monitor and analyze a variety of account expenditures, maintain and reconcile detailed budgets for various accounts, advise and/or determine which expenditures are within the budget guidelines; inform leadership of irregularities and proceed with corrective action. • Purchase supplies and equipment based on department requests with the use of a PCard or within the university Financial Management Systems (Workday, SunRISE), in accordance with established procurement and financial policies. • Process employee reimbursements and admissions-related refunds as requested. • Process Payroll Transaction Requests in Peoplesoft. • Process and track deposits for a variety of accounts within the department. • Prepare and/or submit journal vouchers to adjust/correct expenditures to conform to budget guidelines. • Review and approve travel requests for department level travel (faculty, staff and students) in university travel system, Concur. • Prepare and approve travel expense reports in university travel system, Concur. • Review and manage PCard transaction accounting details and spend categories via JP Morgan PaymentNet system. • Review and approve PCard verifications in the university Financial Management System. • Work independently and exercises professional judgment to serve as a knowledgeable and helpful resource in respect to ASU fiscal/HR policies and

	<p>procedures and to ensure accurate output and processing in all assigned areas.</p> <ul style="list-style-type: none"> • Assist with special projects, requiring problem solving, research and recommendation of next steps.
<p>Minimum Qualifications</p>	<p>Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Evidence of a Bachelor's degree preferred in area related to business operations or accounting • Experience with ASU financial controls, purchasing best practices, and ASU policies and procedures. • Demonstrated knowledge of basic principles, practices, and methods of accounting, budgeting, and inventory management. • Experience with ASU financial reporting systems (Workday, PeopleSoft) to prepare or assist with detailed financial and human relations/payroll reconciliations, expense tracking reports, and other various financial or HR reports for a variety of constituencies. • Experience in processing procurement requests within Workday, including processing Requisitions, Purchase Orders, Journal Entries, and Expense Reports, as well as using an ASU Purchase Card for purchases made outside of Workday, and ensuring all procurement information within Workday processes and JP Morgan Paymentnet is correct and follows ASU policy. • Experience in analyzing, foreseeing, and developing effective solutions for logistical problems. • Experience successfully working in a fast-paced, deadline-driven environment where priorities may quickly change. • Experience with Microsoft Office (Word, Excel, Outlook, and Powerpoint). • Experience in coordinating activities and establishing priorities for self and others. • Evidence of establishing and maintaining effective working relationships in a professional capacity. • Evidence of effective communication skills.
<p>Working Environment</p>	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.

	<ul style="list-style-type: none"> • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
<p>Department Statement</p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p>ASU Statement</p>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>COVID-19 Vaccination Requirements: Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p>

	<p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
Fingerprint Check Statement	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #75268BR</p>