Fiscal Specialist
(Job Number: 77368BR)

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<th>Campus Location</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>April 1, 2022</td>
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**Job Description**

Mary Lou Fulton Teachers College is seeking individuals who demonstrate excellent accounting knowledge and can work effectively in a fast-paced environment. The position will perform fund management and accounting activities for sponsored projects and ensure ongoing adherence with established policies, regulations, requirements and standards of the University and sponsoring source. This position will work directly with faculty.

**Essential Duties**

- Oversee accounting for grants: review of transactions and backup, follow-up questions with in-country staff, monthly reconciliations, recordation of missing information, data correction and journal entries to correct transactions, calculation and posting of depreciation, communicate with controlling company when questions arise and answer audit questions
- Prepare quarterly government reporting schedules for grants
- Fund management activities to include monthly reconciliations, budget to actual analysis including projections, processing of expense and mileage reports, processing of PCard transactions, creating purchase requisitions and purchase orders, creation of offer letters, maintenance of effort and creation of PTRs within Peoplesoft system, payroll redistribution entries, journal entries, tracking of sub award invoices to ensure cost share obligations are being met and processing paperwork for new suppliers and contractors, closeout of project accounts
- Review budget and monitor account reconciliations to ensure funds are spent appropriately in a timely manner
- Implements internal control measures to ensure compliance with applicable policies and procedures; provides general guidance to faculty and staff regarding restrictions and/or allowance of expenditures against sponsored project accounts to ensure consistent compliance with fund requirements
- Develops specialized reports for use by faculty and staff; provides training to faculty and staff in use of information to assist in management of projects
- Remain current regarding policies, practices, methods, standards, regulations and requirements effecting sponsored project accounting to ensure ongoing compliance; communicates information to appropriate parties to ensure understanding and awareness.
- Participates in a variety of meetings to represent work area’s interests and perspective regarding issues.
- Performs all other job related duties as requested/assigned.

**Minimum Qualifications**

Bachelor’s degree in Business Administration, Accounting, or closely related field AND two (2) years of prior business operations experience; OR, Six (6) years of directly related administrative experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.
| Working Environment | • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse  
• Frequently required to stand for varying lengths of time and walk moderate distances to perform work  
• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts  
• Clearly communicate to perform essential functions  
• Use office equipment such as calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier  

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.  

| Flexible work options | **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.  
**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.  

| Desired Qualifications | • Ability to read a balance sheet and P&L, understand how a general ledger works, know the difference between debits and credits  
• Experience with general finance functions and practices, including but not limited to: purchase orders, budget tracking and forecasting, contractor/vendor relations, and ability to interface with centralized business office, payroll and account reconciliations  
• Demonstrated knowledge of policies, procedures, and requirements of applicable regulations governing management of grants and contracts  
• Demonstrated knowledge of one or more of these systems: Amazon Workspaces; ADOBE; Microsoft Office Suite; Slack; Google Docs; QuickBooks; Dropbox; Workday; SharePoint; Enterprise Research Administration (ERA); Concur Travel; PeopleSoft  
• Experience performing detailed work, problem solving, critical thinking, time management, and a high-level of customer service  
• Evidence of collegial interpersonal skills with an ability to communicate effectively in person, writing, and by phone  
• Experience in establishing and maintaining effective professional working relationships  
• Experience working with domestic or international stakeholders  
• Evidence of ability to work semi-independently to achieve established objectives and outcomes with limited direct supervision  

| Department Statement | 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 |
MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems. 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.

**ASU Statement**

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.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

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](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.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. 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. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. Only electronic applications are accepted for this position. #77368BR</td>
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