

Business Ops Specialist Sr (Req # - 102715BR)

Campus	Tempe
Full-Time/Part-Time	Full-Time
Salary	\$44,928 - \$62,400 per year; DOE
Close Date	August 6, 2024
Grant Funded	This position is not grant-funded
Job Description	<p>We are seeking a highly skilled professional to join our team in a pivotal role that directly impacts our organization's financial health and operational efficiency. This position, reporting to the Assistant Director of Knowledge Enterprise, encompasses a wide range of critical responsibilities, including accounting, purchasing, payroll management, staffing coordination, and academic services support. The successful candidate will play an integral part in executing and improving key financial and administrative processes. The ideal applicant will demonstrate proficiency in financial software systems, exceptional attention to detail, strong organizational skills, and the ability to prioritize effectively in a fast-paced environment. Advanced problem-solving abilities, independent judgment, and excellent communication skills for interacting with staff, faculty, and administrators at all levels are crucial for success in this role.</p> <p>This position offers significant autonomy and decision-making authority within its scope, requiring the appointee to navigate complex situations, manage multiple high-priority tasks simultaneously, and ensure adherence to University policies and procedures. We are looking for a proactive individual who can thrive in a dynamic academic setting, contribute to process improvements, and drive operational excellence. This exciting opportunity allows a detail-oriented professional to make a substantial impact on our organization's success, offering the chance to work in an environment that values initiative, precision, and strategic thinking.</p> <p>This position is located at the Tempe campus with opportunities for a hybrid work schedule after training has been completed.</p>
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Nine (9) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Work Environment	<ul style="list-style-type: none"> • 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 • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions

	<ul style="list-style-type: none"> • MLFTC at ASU supports flexible work options, ranging from alternate work schedules to hybrid remote work schedules, subject to approvals per ASU policy
Essential Duties	<ul style="list-style-type: none"> • Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures; controls expenditures in accordance with budget allocations; recommends equipment and resources for function/program • Assists faculty or research staff with post-award grants and contracts processes, including budget preparation; provides information, guidance, and interpretation of complex federal and state regulations governing management of grants and contracts • Performs budget-to-actual analysis, maintain payroll effort, including future projections. Create and maintain account personnel positions • Provides work direction and oversight over the activities of assigned staff or student workers • Monitors or oversees the monitoring of a variety of account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action. Prepare journal and redistribution entries as needed. Track sub-award invoices and ensure compliance with cost-share obligations • Manages the processing of or processes travel reimbursements, purchase of supplies, services, and equipment with use of purchasing card and other purchasing documents in accordance with established procurement and financial policies • Organizes and/or prepares departmental administrative and financial reports; analyzes, summarizes and interprets information; recommends or implements action to be taken • Coordinates or responds to internal and external audits, and prepares or gathers audit documents for payroll reconciliations, purchasing cards, and financial records. Complete purchasing card reconciliations. Acts as backup for payroll reconciliations team • Oversees, develops, and facilitates events, workshops, meetings or conferences; coordinates logistics, scheduling and participant communications; development of brochures or other unique projects • Represents the college/department and serves on various department and university committees • Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives
Desired Qualifications	<ul style="list-style-type: none"> • Experience in budget preparation, proposal writing, and expenditure control • Experience in interpreting and applying complex federal and state regulations for grants and contracts management • Experience in performing detailed budget-to-actual analysis and make accurate financial projections • Experience with Peoplesoft and Workday • Leadership skills, including the ability to provide work direction and oversight to staff or student workers

	<ul style="list-style-type: none"> • Experience in financial monitoring skills, including account reconciliation and identifying budget irregularities • Demonstrated knowledge with journal entries and tracking sub-award invoices • Experience with travel reimbursement processes and purchasing card management • Experience in preparing and analyzing administrative and financial reports • Demonstrated knowledge of audit processes and experience in preparing audit documentation • Event planning and coordination skills, including logistics management and promotional material development • Experience in interpersonal skills, with the ability to represent the department in various committees and liaise with diverse stakeholders • Adaptability and willingness to take on additional responsibilities as needed (e.g., backup for payroll reconciliations)
<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 8,000 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 charter, MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of inclusive excellence.</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 100,000 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>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</p>

	<p>Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, 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 PD 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>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</p>
<p>Instructions to Apply</p>	<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>Only electronic applications are accepted for this position. https://cfo.asu.edu/applicant 102715BR</p>