

**Duke University
Division of Student Affairs
Position Description**

Official Job Title: Staff Specialist
Working Title:
Job Code/Level/Family: 0083 / 09 / 03
Department: University Center Activities & Events
Supervisor: Financial Analyst II
Position Status: Regular / Full-time / Nonexempt
Staff Supervision: None
Schedule Note: 1st Shift; work required beyond a regular 40-hour week is expected on an occasional basis

Scope of Responsibilities

The University Center Activities & Events (UCAE) Business & Finance office supports the overall financial operations of the UCAE department. This office is charged with all financial transactions for the department as well as approximately 600 student organizations and student residential house accounts, handling bi-weekly payroll functions for over 180 part-time and student employees, invoicing and accounts receivable, and other administrative items that affect the operational units.

Duties	% of Effort
1. Responsible for various monthly reconciliations including, but not limited to, approximately 15 operational accounts for UC-Events, complex reconciliations for the departmental accounts receivable accounts as well as a detailed cost analysis for the UC-Events resale revenue. These reconciliations involve various software programs including SAP, Ungerboeck, Cybersource and PayConex.	30
2. Process various purchasing transactions via A/P check request, purchase order and credit card for UC-Events. Appropriately code credit card transactions based on funding and G/L as well as perform monthly credit card statement reconciliations for UC-Student Activities and Marine Lab.	25
3. Process weekly invoices for UC-Events that bill internal Duke departments as well as external clients for services that our department provides. These include invoices for theatre events, summer camps, conferences, catering, athletic events and major university events such as commencement and alumni reunion weekend.	20
4. Process daily credit card batches through PayConex and Cybersource, issue credit card refunds as needed, and process cash/check payments for various events.	10
5. Process weekly timesheet batching and posting in Ungerboeck for labor billing for various events.	5
6. Process and upload to SAP the following financial transactions: internal invoice	5

payments via IRI, revenue transfers and various journal entry adjustments.
Perform related duties as assigned or required to meet department, division and
University goals and objectives.

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General Qualifications

Work requires a thorough knowledge of mathematical, accounting and communications principles normally acquired through a bachelor's degree. Two years of postsecondary education and four years of relevant work experience in a business office or similar setting to acquire skills in administrative responsibilities and accounting practices may be substituted for the education requirement.

Specific Skills and Competencies

- High level of proficiency in computer applications such as Word and Excel;
- Ability to learn new systems and applications as required;
- Basic understanding of relational database management systems;
- Excellent organization skills and the ability to manage concurrent projects within established guidelines;
- Strong communication skills – verbal, written and interpersonal;
- Ability to work independently and as a member of a team, with a commitment to collaboration;
- Ability to problem solve at many levels.