

Duke University
Division of Student Affairs
Position Description

Official Job Title: Staff Specialist
Working Title:
Job Code/Level/Family: 0313 / 08 / 03
Department: University Center Activities & Events
Supervisor: Staff Specialist (L9)
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, processing and reconciliation of corporate card transactions and processing multiple reimbursements for the department.

Duties	% of Effort
1. Participate in the Procurement card program by making purchases for 600 student organizations and student residential house accounts; follow up with outstanding purchases and maintain the purchasing database; prepare and distribute weekly reports related to outstanding transactions to be distributed throughout the department.	40
2. Process miscellaneous reimbursements and A/P check requests for student organizations and student residential house accounts; responsible for picking up student reimbursement checks and AP check request payments, as well as maintaining an accurate check log to track the distribution of all payments; ensure accuracy of documentation and compliance with University, Division and departmental policies.	25
3. Monitor, verify and reconcile expenditures of student organization and student residential house accounts in University general ledger system (SAP) and purchasing database for Cultural Fund; resolve financial and transactional issues independently and facilitate solutions.	15
4. Update miscellaneous logs for the business office; ensure accurate maintenance of office records, manuals and documents while keeping informed of new policies and procedures; manage and update the business office e-mail account	10

- | | |
|--|---|
| 5. Maintain liaison with appropriate personnel and provide pertinent information to answer inquiries based on knowledge of student program activities. | 5 |
| 6. Perform related duties as assigned or required to meet department, division and University goals and objectives. | 5 |

General Qualifications

Work requires a broad knowledge of basic mathematical, accounting and communications principles normally acquired through two years of postsecondary education and three years of relevant work experience in a business office or similar setting to acquire skills in administrative responsibilities as well as accepted office organization, communications and accounting practices. A bachelor’s degree in a field of study directly related to the specific position may be substituted for the education and two years of the experience requirement.

Specific Skills and Competencies

- Strong communication and customer service skills;
- High level of proficiency in computer applications such as Word and Excel;
- Ability to learn new systems and applications as required;
- Excellent organizational skills and the ability to manage concurrent projects within established guidelines;
- Ability to work independently and as a member of a team, with a commitment to collaboration;
- Ability to problem solve at many levels.