Duke University
Division of Student Affairs
Exempt Position Description

Scope of Responsibilities
Prepare monthly financial reports for management. Provide advice and expertise to department users concerning all financial processes, procedures, and policies. Assist with preparation of Division budget and variance reports. Prepare monthly reconciliation and journal entries. Assist with mobile device administration, corporate card administration, and financial master data maintenance.

Duties
Assist with various monthly financial reports and provide a written interpretation of the results. Prepare ad hoc reports for management. Assist with annual budget preparation and variance reporting. Prepare monthly reconciliation and journal entries. 35%

Advise, mentor, and support financial staff concerning all financial processes, procedures, and policies. Maintain a level of expertise related to financial matters by attending professional development opportunities and Duke financial training. Develop and deliver training workshops related to financial management. 35%

Assist with financial aspects of the mobile device process including departmental billing and reimbursements. Assist with administration of the corporate and fleet card process for the Division. Assist with financial master data maintenance for the Division. 25%

Perform other related duties incidental to the work described herein. 5%

General Qualifications
Bachelor’s degree in Accounting, Economics or a related business field. No experience required. Prefer at least 1-2 years of accounting or finance experience in a college or university setting.

Additional Job-Specific Skills and Competencies
- Accounting principles, processes, and practices (fund accounting) used in universities
- Institutional budgeting and financial management systems
- Procurement practices relevant to fund accounting
- Financial analysis
- Report planning and execution
- Communication, verbal and written
- Presentation skills
- Organizational skills including management of concurrent projects within established guidelines and deadlines
- Intermediate to advanced Excel skills, including ability to create pivot tables
- Ability to work independently and as a team member or leader
- Detail-oriented and problem solver
- Cultural competency demonstrated via success in working with individuals of diverse backgrounds and skills