**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.

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<tr>
<th>Duties</th>
<th>% of Effort</th>
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<tr>
<td>Approval of financial transactions initiated by entry-level personnel including credit cards, AP check requests, reimbursements and purchase orders. Initiation and tracking of one-time purchase orders, standing purchase orders and outside service agreements. Appropriately code credit card transactions for student corporate card holders based on funding and G/L. Serve as a backup to process various purchasing transactions at critical times of the year.</td>
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<td>Responsible for various monthly reconciliations including all student organizations, student residential house accounts and various grants (while maintaining a spending log) from which student organizations spend as approved by their advisors, in University general ledger system (SAP), ensuring that financial and transactional issues are correctly resolved. Notify all student organizations appropriately of any overdrafts in their accounts and work with them to have these issues resolved.</td>
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<td>Responsible for training / daily supervision of entry-level personnel on the processes and responsibilities for handling student organization transactions. Maintain liaison with appropriate personnel and provide pertinent information to answer inquiries based on knowledge of student program activities and the ability to resolve more complex situations.</td>
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<td>Responsible for preparing weekly student organization deposits and maintaining the petty cash log for Duke University Union accounts while serving as the custodian of the fund. Work with student liaisons to check out funds and return</td>
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change with appropriate receipts and documentation. Submit A/P Check Request to maintain the fund balance.

| Process and upload to SAP journal entries to facilitate the transfer of funds between student accounts and/or departments on a weekly, monthly and semester basis. Serve as the main point of contact for DSG/SOFC/GPSC for their weekly transfers. Process the applications for new student organizations as submitted by SOFC/GPSC throughout the year. | 10 |
| Perform related duties as assigned or required to meet department, division and University goals and objectives. | 5 |

**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;
- 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