

Financial And Administrative Specialist  
University of Connecticut

Direct Link: <https://www.AcademicKeys.com/r?job=233131>

Downloaded On: May. 9, 2024 12:20pm

Posted Mar. 19, 2024, set to expire Jul. 19, 2024

<b>Job Title</b>	Financial And Administrative Specialist
<b>Department</b>	Department of Plant Science and Landscape Architecture
<b>Institution</b>	University of Connecticut Storrs, Connecticut
<b>Date Posted</b>	Mar. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Financial Planning/Budget Management Business & Administration Administration - General
<b>Apply Online Here</b>	<a href="https://hr.uconn.edu/jobs">https://hr.uconn.edu/jobs</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Financial And Administrative Specialist

### JOB SUMMARY

The Department of Plant Science and Landscape Architecture (PSLA) within the College of Agriculture, Health and Natural Resources (CAHNR), at the University of Connecticut is seeking a dynamic and team-oriented leader, Financial and Administrative Specialist (Business Operations Specialist 1), with creative energy to contribute to our culture that values community, inclusion, excellence, and strategic growth.

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The successful candidate will showcase proven expertise and proficiency within an academic business operations setting. They will exhibit adeptness in communicating professionally with a wide array of individuals, including students, faculty, administrators, and other stakeholders. The successful candidate will possess traits of openness, forward-thinking, and have a collaborative spirit, which is essential for addressing the dynamic, fast-paced, and multifaceted needs of the Department.

Under the limited supervision of the Department Head for Plant Science and Landscape Architecture, the incumbent will be responsible for financial management for the Department, including managing department funds, budgets, payroll, and overseeing day-to-day administrative operations. This position requires an individual with demonstrated skill, and proven experience in high-level administrative support, as well as leadership abilities.

PSLA is a diverse department with a collegial group of 21 faculty and 13 support staff, over 100 students in the 2- and 4-year programs and accredited landscape architecture program, and around 30 graduate students. The research and teaching infrastructure of the department includes wet labs, greenhouses, plant growth chambers and tissue culture facilities, design studios, 153-acre research and teaching farm, and the Waxman Conifer Collection. The Department operates the Home & Garden Education Center, the Plant Diagnostics Clinic, Turfgrass Disease Diagnostic Center, the Soil Nutrient Analysis Laboratory, and the Plant Transformation facility. PSLA is often a top academic department in the College in external grant funding per faculty line, with over \$3M per year. Review our website for more information: <https://psla.uconn.edu>.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for the management of departmental budgets, payroll calculations, and other financial and administrative activities.
- Process all department personnel paperwork, and payroll activity for employees, including completing offer letters, preparation of non-student visa application packets, and submission of I-9s.
- Create and maintain personnel files. Serve as a resource, as needed, for activities related to Promotion, Tenure, and Reappointment and Departmental searches.
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Manage the Department's recruitment and search activities; coordinate advertisements, track applications, arrange interviews, and communicate with applicants.

- Prepare regular financial and trend analyses, including budget projections, in a timely and accurate manner.
- Serve as an advanced resource for the Department to ensure compliance with established administrative policies and procedures. Responsible for keeping up to date on and ensuring compliance with regulations, policies, and procedures related to purchasing, payroll, accounts receivable, accounts payable, and travel.
- Serve as a liaison between faculty and the CAHNR Business Office on a variety of financial and administrative matters that are typically cyclical in nature but can be complex.
- Monitor, track, and review financial records for accuracy and prepare reports on all fund sources as needed.
- Review and approve allowable expenses within budget limits.
- Provide cost analysis support on all internal fee-based programs, including fee for service, as well as provide financial support to all internal entrepreneurial programs.
- May supervise and evaluate the work of another professional employee(s) and/or student labor employees.
- Represent the Department at regular college administrative meetings.
- Maintain inventory of department equipment and controllable property (computers, laptops, tablets).
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

1.

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Bachelor's degree in a related field and two to three years of related experience OR equivalent combination of education and professional experience.

2. Knowledge of financial, budgeting, or accounting practices and procedures.
3. Experience working in a fast-paced, complex, multi-faceted office environment.
4. Ability to work independently and in a team setting while regularly exercising judgment regarding administrative details and procedures.
5. Excellent interpersonal skills, with proven ability to establish good working relationships with coworkers and a variety of constituents, inside and outside their organization.
6. Demonstrated organizational skills and attention to detail, with a proven ability to expertly manage time and deadlines with multiple, competing priorities.
7. Clear, positive, and professional written, verbal, and non-verbal communication skills.
8. Proficient in the Microsoft Office Suite (Word, Excel, Outlook, etc.).

**PREFERRED QUALIFICATIONS**

1. Bachelor's degree in a related field and three to five years of related experience.
2. Experience working in a fiscal operation in a higher education setting.
3. Experience working with people from diverse academic, socio-economic, and cultural backgrounds.
- 4.

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Demonstrated ability to identify and resolve problems analytically, efficiently, and effectively.

5. Demonstrated ability to display initiative with a strong work ethic and desire to succeed.
6. Supervisory experience.

### APPOINTMENT TERMS

This is a full-time, permanent position with an excellent benefits package. Salary will be commensurate with the successful candidate's background and experience, ranging from high \$50s to mid \$60s. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

### TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

### TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496260 to upload a **resume, cover letter**, and contact information for **three (3) professional references** (including title, organization/company, phone, and e-mail). Incomplete applications will not be considered. Review of applications will be ongoing and continue until the position is filled. Priority will be given to applicants who apply on or before Wednesday, March 27, 2024.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

*All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.*

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*The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The University of Connecticut is an AA/EEO Employer.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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