SCHOOL OF NURSING UNIVERSITY OF ALABAMA AT BIRMINGHAM

POSITION DESCRIPTION

Financial Officer II

UAB Employment Site Number – T219113

SUMMARY:
Under minimal supervision, this role performs a variety of data management, budgetary and financial functions including, but not limited to processing of requisitions, deposits, and faculty practice travel reimbursements. This role requires the individual possess strong critical thinking, independent judgment and initiative for assignments that are often complex and sensitive in nature. Responsible for monthly reconciliation of general ledger and gift accounts/funds. Responsible for developing and administering training to all new incoming Office of Clinical and Global Partnerships (OCGP) support staff regarding travel, purchase order and payment process requests. This position has limited approval authority for UAB School of Nursing (SON) funds. This individual performs other duties of a routine or non-routine nature as required by the Director of Fiscal Affairs and Finance office. This role resides in OCGP, under the direction of the Associate Dean for OCGP, and, as a staff member, also has a secondary report to the Director of Fiscal Affairs at the SON. All work to be performed in accordance with UABSON and University guidelines, policies, and procedures. Technical and time management skills are necessary to manage the multiple projects that occur on an ongoing basis.

RESPONSIBILITIES:
1. Responsible for accounting of OCGP-related travel reimbursement, purchase orders, payment process request, and other financial requests.
2. Responsible for developing and administering training to all new incoming NFP staff regarding travel, purchase order, payment process requests, and other OCGP-related financial requests.
3. Prepares monthly reconciliation of OCGP-related billing and collections, grant accounts, general ledger, and gift accounts. Maintain various databases to include requisitions, travel, and internal funds. Develops and runs periodic reports as requested. Develop and manage additional databases as needed.
4. Serves as a UABSON liaison with GL accountants and UAB Procurement for OCGP-related activities.
5. Serves as a first-line financial resource contact for OCGP faculty and staff.
6. Prepares and distributes monthly financial and budget reports to OCGP Director of Operations and Finance and Associate Dean for OCGP. Assists in distributing various annual financial and budget reports.
7. Manages account set-up and distribution of Clincards related to OCGP-related activities with SON Grant Development and Research Management team.
8. Manages the application, processing, billing/receivables, and database for faculty practice.
   • Manages budget reconciliation for faculty practice account and
individual practice agreements (IPAs).

- Manages, monitors, and tracks expenses and revenue for the faculty practice account.
- Creates, disseminates, and monitors monthly faculty practice invoices through FBS priority software.
- Makes faculty practice check deposits and maintain records, including a check and balance system.


10. Manages and/or assists with OCGP budget.

- Reviews monthly itemized statements.
- Performs monthly reconciliations.
- Provides short-term forecasting for OCGP general ledger and gift accounts on a quarterly basis.

11. Attends OCGP staff meetings.

12. Performs other duties as assigned or requested by the Associate Dean for OCGP.

**MINIMUM REQUIREMENTS:**

A Bachelor’s degree or higher is required in Business/Statistics, English, Education, Communications, or Health Care related field. A minimum of 4 years’ progressively responsible administrative, project/office management experience is required. The individual in this role must have extensive knowledge and proficiency of Microsoft Office programs. The ability to respect and maintain confidentiality regarding all issues related to the program is required.