

# **Position: Fiscal & Business Specialist**

**Hiring Salary Range:** \$35,000-\$40,000

**Position #:** 00012656

**Department:** College of Marine Science

## **Position Summary:**

This position is responsible for the management and execution of College of Marine Science Purchase Card (Pcard) operations. The position will also assist with the travel operations and other fiscal & business related activities for the College.

## **Nature of Work:**

This position reports to the Fiscal & Business Analyst and will serve as the primary contact for the College of Marine Science PCard operations and assist in the travel operations. Tasks performed include (but not limited to): reconciling monthly Pcard transactions, processing monthly statements, submitting Pcard change requests, and providing operation support for travel and other fiscal & business activities.

Must remain up to date on University, State and Federal rules and regulations related to purchasing and travel. Position will be expected to advise students, staff and faculty on these procedures. Knowledge of USF enterprise systems, such as FAST, is preferred.

## **Example of Duties:**

- Serves as the College's contact Pcard purchases and reconciliations.
- Coordinates the monthly Pcard statement processes.
- Prepares Travel Authorization Requests (TAR)
- Periodically acts as a backup for other fiscal & business activities for the college.

## **Minimum Qualifications:**

This position requires a High School diploma or equivalent with three years of work experience in positions with fiscal support duties. College or other relevant post-secondary coursework may substitute for the experience requirement on a year for year basis.

## **Preferred Qualifications:**

Bachelor's degree and two years of experience working in a university setting handling purchasing duties. Working knowledge of PeopleSoft systems, and demonstrated ability to work in a fast paced environment utilizing strong time management skills is also preferred.

**Information for Applicants:**

This position is subject to a Level 1 criminal background check.

Job Opening Number: 17094

Posting End Date: 06/24/2018

**How to Claim Vet Preference:**

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation AT THE TIME OF SUBMITTING APPLICATION; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD 214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

**How To Apply:**

Click [here](#) to submit your application for consideration. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

**Equal Employment Opportunity**

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

**Working at USF:**

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

