

FINANCE AND ADMINISTRATIVE ASSOCIATE

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of finance and administrative associate. This position is responsible for providing administrative and financial record keeping support for the business transactions at the Buffett Institute, monitoring and maintaining documentation for financial and administrative accounts, managing SAP and NUFFO transactions, and preparing financial/accounting reports.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to transforming early childhood development and education in Nebraska and across the nation.

A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them. Applicants should note that the goals of the Institute are university- and state-wide, as well as national, but the administrative home of the Institute is on the campus of the University of Nebraska Omaha. This position will primarily work out of the Omaha office. Please see www.buffettinstitute.nebraska.edu for additional information about the Institute.

Job Responsibilities

Financial Support:

- Compile information for accounting and finance data (i.e. requisitions, journal entries, purchase orders, invoice vouchers, etc.) and maintain relevant documentation to support the transactions.
- Gather information for reimbursable expenses (i.e. invoices, receipts, mileage logs, etc.) and maintain relevant documentation to support the transactions.
- Maintain reconciliation database and BECI accounting database on the SAP and NUFFO system, enter data, reconcile expenses to monthly accounting ledgers or reports, print monthly activity for departments, and prepare summaries for leadership, enter data to record transactions, label transactions as to use and purpose of the item, and print ad hoc reports using the SAP reporting templates;
- Advise staff concerning accounting procedures and policies, answer inquiries, and provide guidance in the resolution of accounting problems.
- Ensure financial transactions comply with university rules, regulations, and state and federal laws. Follow the records retention policies and procedures.
- Verify and examine data on vouchers, invoices, and computer printouts and other documents to ensure that the information is accurate and meets the State of Nebraska accounting requirements.

- Contact vendors for ordering information, federal tax number, W-9's, phone and fax numbers. Request from Central Administration new vendor setup to process orders.
- Update endowment and grant activity to reconciliation files; Maintain proper paper documentation for these transactions.

Administrative Support:

- Assist human resource functions for the Institute in close coordination with the University of Nebraska's Central Administration. Functions to include, but not limited to: personnel selection and orientation, annual reviews, and other university personnel requirements.
- Coordinate vendor services and order office supplies as needed.
- Maintain membership and subscription lists.
- Share in the general office support tasks: answer telephone, schedule meetings, maintain calendars, draft and prepare correspondence, reports, and other related office documents using the appropriate electronic hardware and software.

Minimum Requirements:

- Bachelor's degree with a minimum of three years progressively responsible experience; finance or accounting degree is desired.
- Knowledge of the University of Nebraska's SAP system is desired.
- Proficiency with Microsoft Office applications (Outlook, Word, Excel and PowerPoint) is required.
- Experience in web/internet research and navigation is preferred.
- Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

How to Apply

Application review begins immediately and continues until position is filled. Applications processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resumé, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-7990.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.