

University Information

Org/College: Office of the Provost	Department: International Programs
UI Job Code: PBF3	Pay Level: 4A
Job Function: Business and Finance	Job Family: Finance & Accounting
University Classification: Senior Accountant	

Department Information

Org/Dept/Sub-dept #: 02-0110-00000
Position #:
Working Title (if applicable):
This Position Reports to (Title/Position #): Administrative Services Manager
Position Has Administrative Supervision? No
Position Overview: This individual will provide high-level accounting support for the International Programs Business Office. This role includes ensuring compliance with UI, Organizational, and International Programs processes, procedures, and notifications of donor intent; maintaining, tracking, and reporting on monthly financial records for International Programs; tracking purchase orders alongside the Purchasing Department; tracking Travel Expense Voucher reimbursements; Working with MAUI to upload and reconcile Study Abroad scholarships, application fees, and administration fees; calculating and uploading information regarding UI international health and safety premiums for all UI students travelling abroad; processing monthly journal entries related to J-1 Scholar Fees, etc.
This position is eligible for a combination of on-campus and remote work. Work arrangement options will be discussed during the hiring process and are subject to change for training, programming, peak periods, and performance.
<i>Please see below for full list of duties.</i>

Position Information

Key Areas of Responsibility
Financial Oversight and Budgeting (PBF3):
<ul style="list-style-type: none"> • Prepare financial information for International Programs (IP) unit budgets. • Prepare monthly financial reports for IP units including Business Office, International Student and Scholar Services (ISSS), Study Abroad, Center for Asian and Pacific Studies (CAPS), Communications and Relations (C&R), and International Fellowships • Develop and adhere to processes to ensure purchases and payments comply with University/Organizational/Departmental policies and procedures and donor intent. • Initiate and track invoices to external entities and individuals. • Track purchase orders and work with Purchasing Department to resolve discrepancies for purchase order closure. • Track Travel Expense Voucher reimbursements to comply with University, departmental, and Federal regulations. • Request and track processing of Study Abroad declining balance cards
Financial Reporting (PBF3):
<ul style="list-style-type: none"> • Complete complex and non-routine reconciliations including historical funding and expenditures upon request from IP and UI leadership. • Reconcile IP monthly Transaction Detail Reports (TDRs), research discrepancies, monitor purchase order and other encumbrances to ensure proper and timely closeout. • Set up Excel templates for each fiscal year to track revenue and expenses. • Maintain monthly financial records and perform monthly account reconciliations.

- Upload to MAUI and reconcile Study Abroad scholarships, application fees, and administrative fees.
- Calculate, upload to MAUI, and reconcile UI international health and safety insurance premiums for all UI students traveling abroad
- Track gift and gift card purchases and submit annual report to Payroll and Office of Student Financial Aid

Financial Analysis and Planning (PBF3):

- Complete routine and complex routine processes and reconciliations for the mandatory international health and travel insurance student billing.
- Maintain expert knowledge of UI financial systems and how they interact
- Review and provide recommendations for IP accounting and business processes Standard Operation Procedure documents.
- Perform analysis of study abroad program budgets and profitability

Compliance with Policies, Regulations and Laws and Operational Oversight (PBF3):

- Requires extensive knowledge of GAAP and Governmental Accounting Standards Board (GASB) accounting standards.
- Recommend and implement new policies and procedures related to accounting and financial reporting
- Must remain familiar with existing policies and procedures within the UI Operations Manual
- Perform annual equipment inventory and reconcile against purchases and retired equipment

Transaction Processing (PBF3):

- Process journal entries related to the ISSS J-1 Scholar Fees
- Close accounts per supervisor request
- Process correcting journal entries
- Review and approve departmental workflow transactions and determine appropriate funding sources for payments.

Leadership and Training (PBF3):

- Recommend and assist in the development and delivery of training solutions including working with IP unit staff and affiliated faculty.
- Serve as an active member of Study Abroad Appeals Committee

Universal Competencies

Diversity, Equity and Inclusion

Proficiency Level: Working

Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.

- Maintains productive work relationships while considering multiple perspectives.
- Demonstrates awareness of one's own and others' social identities (e.g. race, gender, disability status, religion, etc.) and their relevance in the workplace.
- Resolves cross-cultural conflicts effectively.
- Articulates the unit's commitment to diversity, equity and inclusion and the reasons for its importance.
- Engages in personal and professional development on issues related to diversity, equity and inclusion.

Collaboration/Positive Impact

Proficiency Level: Working

Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.

- Shares appropriate information/feedback openly, professionally and respectfully.
- Models open, respectful, accepting, and supportive behaviors with team members.
- Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices.
- Aligns expectations for self and team to achieve work objectives and overcome obstacles.

Service Excellence/Customer Focus

Proficiency Level: Working

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

- Enhances service by seeking ways to add value to customer interactions/services.
- Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.
- Listens to feedback without defensiveness and uses it to enhance communication effectiveness.
- Communicates in alternative ways to accommodate different listeners.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#)

Position Technical Competencies and Proficiency Levels

Accounting

Proficiency Level: Working

Knowledge of and the ability to use the methods, processes, and tools for maintaining and preparing financial statements and reports.

- Works with financial transactions and related documentation within the organization.
- Maintains existing charts of accounts.
- Participates in accounting practices of classifying and recording financial data.
- Utilizes cost monitoring practices, techniques and considerations.
- Follows regulations for entering and reporting the financial content in major accounting systems

Financial Analysis

Proficiency Level: Working

Knowledge of and ability to read, interpret and draw accurate conclusions from financial and numerical material.

- Works with a specific financial analysis tool set.
- Utilizes basic qualitative and quantitative tools and techniques with proficiency.
- Implements valid financial analysis aligned with key criteria.
- Interprets major types of financial statements issued by the organization.
- Applies principles used to evaluate the economics of investment decisions.

Financial Reporting

Proficiency Level: Extensive

Knowledge of processes, methods and tools for creating and maintaining accurate and thorough financial reports.

- Contributes to the updating or establishment of organizational standards for financial reports.
- Creates and customizes organizational methods and procedures for financial reports.
- Demonstrates experience in the use of a variety of financial report-writing tools.
- Recounts extensive experience designing and interpreting varied and complex financial reports.
- Helps others identify, trace, and correct errors in financial reports.
- Mentors and teaches others how and why to create accurate financial reports.

Managing Expenses and Finances

Proficiency Level: Working

Knowledge of and ability to use the functions, tools and processes needed to manage financial assets and liabilities throughout the organization.

- Works with at least one of the organization's expense management processes.
- Examines the role of various expense management guidelines within the organization.
- Utilizes one or more cash management tools and methods.
- Explains basic financial management reports.
- Analyzes the varying approaches to expense and budget management.

Position Qualifications (for recruiting only)

Education or Equivalency Required

- Bachelor's Degree in Accounting or a related field, or the equivalent combination of education and experience.

Experience Required

- Minimum of 1 year of related accounting experience.

Competencies Required

- Must have excellent interpersonal, administrative, analytical, and organizational skills, along with strong computer skills.
- Working knowledge of higher education accounting procedures and practices.
- Knowledge of accounting, budgetary, and management principles, practices, and procedures
- Knowledge of Generally Accepted Accounting Principles
- Working knowledge of Microsoft Word and extensive knowledge of Microsoft Excel

Desirable Qualifications

- Experience in the public sector and/or a university setting is desirable.
- Working knowledge of UI systems including ProTrav, ePro, APPO
- Knowledge of University policies and procedures