



UNIVERSITY
of HAWAII[®]
SYSTEM

UNIVERSITY OF HAWAII
invites applications for the position of:

**Institutional Support (Admin &
Fiscal Support Specialist)(pos
#81843T)**

SALARY: Not Displayed

OPENING DATE: 05/15/20

CLOSING DATE: 06/09/20 11:59 PM

DESCRIPTION:

Title: Institutional Support (Admin & Fiscal Support Specialist)
Position Number: 81843T
Hiring Unit: Dean's Office
Location: Leeward Community College
Date Posted: 05/15/2020
Closing Date: 06/09/2020, 11:59 PM (HST)
Band: A
Salary: [salary schedules and placement information](#)
Additional Salary Information: PBA; minimum \$3,676/mo.
Full Time/Part Time: Full Time
Temporary/Permanent: Temporary – Not to Exceed: September 30, 2020

Other Conditions: Federal funds, temporary to 09/30/20, with possible annual renewal to 09/30/25, to begin approximately 07/20, pending availability of funds and actual staffing requirements.

Duties and Responsibilities

1. Under the supervision of the Program Coordinator, coordinate and plan meetings, conferences, workshops and major training events, including assisting with developing agendas, managing participant registration, & identifying key stakeholders/attendees.
2. Prepare and edit reports, agendas, letters, and complex documents such as quarterly reports that require specific formatting; and gather, interpret, and analyze information and report results to the Program Coordinator.
3. Serve as liaison with the central Procurement Office on procurement of goods and services of \$25,000 or more.
4. Prepare, facilitate, and/or process purchase orders, direct payments, travel requests/completions, contracts, stipends and other related procurement and fiscal activities in compliance with agency and University rules and regulations.
5. Keep abreast of current University policies, procedures, regulations, directives and State and Federal statutory requirements, i.e. Hawaii Revised Statutes, Hawaii Administrative Rules, and Federal Acquisition Regulations.
6. Advise PI on fund availability and commitments and faculty and staff on appropriate Federal, State, and UH policies and procedures on fiscal issues.
7. Maintain accurate account of project budget information and expenditures, develop financial spreadsheets, and perform regular audits and reconciliations as necessary.
8. Ensure integrity of financial information in KFS and RCUH systems and compliance with the Office of Management and Budget (OMB) Uniform Guidance and specific terms and conditions of the granting agency, US DoE.
9. Perform monthly reconciliation of project expenditures; generate monthly invoices ensuring compliance with funding agency's requirements. Initiate, review and ensure correctness of documents and other paperwork for fiscal actions.
10. Monitor and evaluate expenditures against budget plan and ensure expenditures are appropriate against the grant.
11. Other Duties As Assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Business Administration, Public Administration or related field and 2 year(s) of progressively responsible professional experience with responsibilities for accounting and procurement; or equivalent education/training or experience.
2. Functional knowledge of principles, practices and techniques in accounting and/or financial management demonstrated by knowledge, understanding and ability to apply concepts, terminology.
3. Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with accounting and/or business management.
4. Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the processing of procurement and payments.
5. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. Functional knowledge of spreadsheet applications such as Excel.
9. Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Desirable Qualifications

1. Prior experience with post award administration of federal contract and grants.

2. Prior university experience in financial management.
3. Familiar with the Kualii Financial System (KFS), Research Corporation of the University of Hawaii (RCUH), eTravel, MyGrant and/or other University of Hawaii system.
4. Demonstrated ability to interpret state and federal regulations and mandates, specifically as they apply to the fiscal matters, procurement, grants and contracts to ensure compliance.

Application Submission: Click on the "Apply" button on the top right corner of the screen to complete an application and attach required documents. Documents include:

1. Graduate and undergraduate transcript(s) showing degree and coursework to date appropriate to the position (Copies of transcripts are acceptable; however, original official transcripts will be required at the time of hire. Academic record/grade summaries will NOT be accepted. Diplomas and copies will NOT be accepted.). Transcripts issued from an institution outside the United States of America require a course-by-course analysis with an equivalency statement from an agency having membership with the National Association of Credential Evaluation Services, Inc., verifying the degree equivalency to that of an accredited institution within the USA. Expense of the evaluation shall be borne by the applicant.
2. A brief one-page cover letter explaining how you meet the minimum and desirable qualifications.
3. Three letters of recommendation (optional) attesting to job performance and personal character.
4. Resume.

Separate documents and application materials must be submitted for each position. Late or incomplete applications will not be considered. Please REDACT references to social security numbers and birth date on submitted documents. All requested documents/information become the property of Leeward Community College and will not be returned. Note: If you have not applied for a position before using NEOGOV, you will need to create an account.

Inquiries:
808-455-0326

EEO/AA, CLERY ACT, ADA:

The University of Hawai'i is an [Equal Opportunity/Affirmative Action Institution](#) and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eoo/eoo-coordinators/>

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10 of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eoo/accommodation-request/>

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/hawaii.edu>

96-045 Ala Ike
Pearl City, HI 96782

Position #2020-00521
INSTITUTIONAL SUPPORT (ADMIN & FISCAL SUPPORT
SPECIALIST)(POS #81843T)
NO

uhnegov@hawaii.edu
