Fiscal Specialist
42818BR
Off-Campus: Scottsdale
Fiscal Specialist

Job Description

Arizona State University and the Office of Knowledge Enterprise Development is seeking an experienced, full-time, energetic, personable, creative and passionate Fiscal Specialist for the USAID-funded, U.S.-Pakistan Center for Advanced Studies in Energy (USPCAS-E). In partnership with Pakistan's National University of Science and Technology-Islamabad (NUST) and the University of Engineering and Technology-Peshawar (UET-P), the vision of USPCAS-E is to make a decisive contribution to Pakistan's economic growth by significantly enhancing the capacities of NUST and UET-P to respond to changing public and private sector needs for applied research, teach and skilled graduates in the energy sector.

The Fiscal Specialist will report to the Director, Fiscal & Business Operations. Under general supervision, the incumbent plans, organizes and coordinates the business operations functions in accordance with established goals, priorities, time limitations, funding limitations or other specifications. These functions include budgeting, accounting, staffing, travel, academic services, and other functions designated by the Director. Exercises autonomy and final decision making authority. This position is intended to cover a broad range of responsibilities in the absence of Director.

This position is based at ASU Skysong.

Job Family
Finance & Accounting

Full-Time/Part-Time
Full-Time

Scope of Search
Open

Grant Funded Position

Department Name
US Pakistan Adv Studies Energy

VP Code
KNOWLEDGE ENTERPRISE DEV
This is a grant funded position. Continuation is contingent on future grant funding.

**Salary Range**
$48,240 - $63,000 per year; DOE

**Close Date**
28-June-2018

**Category**
02

**Essential Duties**

- Performs accounting, budgeting, and other financial or related functions, and implements internal controls in compliance with applicable policies and procedures.
- Assists faculty or research staff with post-award research administration processes, including budget preparation; initiates award change requests; and provides information, guidance, and interpretation of complex terms and conditions governing management of grants and contracts.
- Receives, reviews and processes a variety of business, financial and operations requests including, but not limited to: travel reimbursement, purchase of supplies, services and equipment, journal vouchers to adjust/correct expenditures, and payment vouchers to ensure adherence with established policies and budgetary guidelines.
- As directed by Director, Fiscal & Business Operations, assists in the preparation of budgets; prepares budget projections and analyses of data and/or trends to management for decision making.
- Distributes expenses among accounts to ensure accurate accounting of the use of funds.
- Performs detailed, monthly account reconciliations.
- Manages P-Card program for the assigned area, reconciles P-Card transactions and maintains supporting documentation in accordance with University policies and procedures.
- Remain current regarding all newly created, changed and/or updated policies, practices, methods, standards, regulations and requirements effecting the business and operational activities to ensure ongoing compliance; communicates information to all staff to ensure understanding and awareness.
- Develops new operations procedures and updates existing procedures to ensure ongoing compliance within unit; and communicates information to all staff to ensure understanding and awareness.
- Represents the unit and serves on various department and university committees.
- Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.

**Minimum Qualifications**

Bachelor's degree in Business Administration, Accounting, or closely related field AND two (2) years of prior business operations experience; OR, Six (6) years of directly related administrative experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications

- Experienced in working on international projects with a global team.
- Experienced in post award research administration.
- Demonstrated knowledge of all applicable state and federal laws pertaining to budgeting and accounting principles, practices and standards including GAAP Knowledge of procedures, methods and forms associated with automated accounting systems.
- Demonstrated knowledge of PC based software for spreadsheet, database, word processing and presentation applications.
- Demonstrated knowledge of principles and methods of statistical analysis as applicable to budget process.
- Experience in coordinating activities and establishing priorities.
- Evidence of effective verbal and written communication.
- Experience in working effectively in an environment subject to tight deadlines and quickly changing priorities.
- Experience in preparing detailed financial information for a variety of constituencies.
- Experience in adapt to new technology.

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
- Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Regular review of completed tasks.

Department Statement

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.
ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.