**Title:** Business Services Specialist

**Functional Title:** *Business Services Specialist, HGIC*

**Position Number:** 127982

**Category Status:** *Nonexempt, Regular (Full-Time)*

**Unit*:*** *AGNR-UME-Home and Garden*

**Home Office Location:** Home and Garden Information Center, Ellicott City, MD

**Position Summary/Purpose of Position:**

The Business Services Specialist will provide support for operational and administrative functions to ensure smooth and efficient unit operations to the Home and Garden Information Center. This position will manage day-to-day budgets, assist in developing long-term budgeting plan, monitor status of state and foundation accounts and grants; process expenses, transfers and reimbursements.

**Responsibilities:**

*Fiscal Management:*

* Prepare and manage budgets, track expenses, and forecast expenditures.
* Maintain and analyze multiple state, federal, and foundation financial accounts.
* Review and reconcile purchase card statements.
* Authorize and monitor payment of invoices; review faculty and staff travel expenses.
* Prepare financial reports and assist with annual reports.
* Assist in preparation of budgets for grant applications.
* Keep current on and adhere to UMD financial systems and policies.

*Operational/Administrative Coordination and Support:*

* Order and purchase supplies and materials.
* Manage inventories of supplies and equipment.
* Programmatic support for classes, events, and conferences.
* Support for faculty and staff trainings and certifications.
* Assist with the orientation of new employees.
* Maintain financial and personnel records according to UM policies.
* Collaborate with UME and campus personnel regarding compliance, personnel, and purchase/expenditure issues.

**Qualifications:**

*Required –*

* High School Diploma or GED.
* Six years progressively responsible experience in a combination of budgeting, accounting, payroll, purchasing, and personnel work.
* Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.
* This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

*Preferred –*

* Bachelor’s degree.
* Excellent writing, speaking, interpersonal, organizational, and problem-solving skills.
* Strong computer software skills, including spreadsheets and databases.
* Detail oriented.
* Ability to work effectively both independently and in teams.

**Physical Demands:**

Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry small parcels, packages and other items (up to 25 lbs.), and to walk short distances. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Must provide personal transportation. Ability to travel periodically within the State to both field offices and campus for meetings, conferences, presentations, delivering materials, etc.

**Salary & Benefits:** Salary will be commensurate with experience with a base salary of $44,843. The University of Maryland offers an extensive benefits package, more information regarding employee benefits can be found by visiting <https://uhr.umd.edu/benefits/>.

**Applications:** All candidates must apply online at <http://ejobs.umd.edu/> for Position Number 127982.

**Closing Date:** **April 12, 2023**

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