

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

POSITION ANNOUNCEMENT

Title: Coordinator, Finance and Analysis
Functional Title: Coordinator
Category Status: Exempt, Regular, Staff Full-time Position
Unit: Office of the Dean-Administrative Services
Position Number: 124163

The College of Agriculture and Natural Resources (AGNR) seeks a Finance and Analysis Coordinator to directly support the Director for Finance and Policy Analysis. The AGNR Administrative Services office resides under the administration of the Office of the Dean of AGNR supporting Academics, University of Maryland Extension (UME) and Agricultural Experiment Station (AES) missions of the college. Major responsibilities are listed below with an emphasis on financial, operational, and analytical support to all units within AGNR.

Responsibilities:

- Manage and record commitments made by the College, including collaboration with the Provost and VPR. Process transfers once appropriate supporting documentation is received.
- Analyze and process Start-Up creation and reimbursement requests.
- Reconcile and assist with management of the AGNR Dean's accounts, and track/expedite the status of facility projects, working closely with the AES/UME/department business managers.
- Provide transactional support to units within the Dean's department on administrative and financial projects.
- Collaborate with AGNR departments, UMCP departments (i.e., Working Fund Group), third-party vendors (i.e., Tango, etc.), and other parties (as needed) to process research participant payments.
- Provide fiscal and policy assistance to units' business personnel within the academic departments, the Maryland Agricultural Experiment Stations, and University of Maryland Extension offices.
- Increase financial communications between the Dean's office and academic units. Help implement a mechanism for continuous feedback and process improvement initiatives among all AGNR departments and campus-wide entities.
- Assist with working budget process by providing support to academic departments and checking for adherence to budget guidelines, forecasting plans, etc.
- Review Procurement Card transactions for compliance with University policies.
- Assist with the preparation of financial materials for meetings, projections and other financial transactions.
- Participate in audit initiatives and aid in federal, state, and county compliance efforts.
- Reconcile monthly reports, and assist with processes/procedures that track spending on all accounts within the Dean and Fiscal office.
- Review Foundation financial information to assist the Director of Finance and Policy Analysis.
- Coordinate ad hoc projects to improve operational workflow and process improvement initiatives
- Provide assistance and support to the Director of Finance and Policy Analysis and the Assistant Dean of Finance and Administration, as needed.

Qualifications:

Required –

- Bachelor's degree required. Business administration, management, higher education administration, or other related disciplines preferred.
- Five (5) - Seven (7) years of experience in business/finance/accounting/operations administration.
- Intermediate knowledge of Microsoft Office with extensive knowledge of Excel (i.e., Pivot Tables, Vlookups, Formula/Function usage, etc.)
- Strong attention to detail.
- Experience in compliance and audit initiatives
- Extensive analytical capability in interpreting large data sets, dashboards, etc.

- Excellent written and verbal communication skills.
- Excellent interpersonal skills.

Preferred –

- Experience with fiscal and operational support of an academic unit.
- Working knowledge of local, state, and federal agencies and groups involved in college related issues.
- Experience in large-scale implementations requiring change management
- A demonstrated ability to navigate sensitive issues and arbitrate successful outcomes.
- A demonstrated commitment to exceptional customer service.

Telework Opportunity:

This is a full time position located on the College Park campus of the University of Maryland. Telework is offered in the AGNR as determined by AGNR and University policy. Compliance with UMD Telework Agreement is required.

Salary and Benefits:

Salary will be commensurate with experience: The University of Maryland offers an extensive benefits package. For more information regarding employee benefits visit: <https://uhr.umd.edu/benefits/>

Applications:

All candidates must apply online at <https://ejobs.umd.edu>. A complete application packet includes a letter of application, a current (signed) resume or Curriculum Vitae, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Closing Date: Open until filled. For best consideration please apply by **May 26, 2023**.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.