

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
DEPARTMENT OF ANIMAL AND AVIAN SCIENCES**

POSITION ANNOUNCEMENT

COORDINATOR, BUSINESS

Exempt Staff

12-month Full-Time

Position Number: 127837

Responsibilities:

The Department of Animal and Avian Sciences (ANSC) at the University of Maryland, College Park, is seeking an individual to support our financial operations and business administrative services. This is a 12-month Full-Time Exempt Staff position. Under general supervision from the Business Manager, the Coordinator delivers proficient fiscal and business administrative services to ANSC. Duties include the exclusive responsibility for managing and coordinating department travel (via CONCUR), procurement, internal billing, finance transaction requests, and reviewing proposal budgets and justifications for department PIs. Additional responsibilities include:

- Managing and executing all internal billing processes associated with the department's service-recharge centers – delivering monthly invoices and reports for PI review.
- Serve as the key department liaison to AGNR AgPAS in coordinating the generation of budget proposals and justifications for researcher submissions to sponsors.
- Generating essential post-award documentation, such as no-cost extension requests and effort reporting for the department's funded grants, and maintains documentation for audit purposes.
- Provide consultation for travel-related concerns when needed.
- As principal department liaison, the coordinator for business facilitates the distribution and subsequent verification of employee effort reports on sponsored awards – ensuring the accurate and timely attestation of pending effort reports in compliance with UMD standards.
- Supporting the business office with all other duties as needed.

Qualifications:

Required: Bachelor's Degree in business, or a related field is required. A bachelor's degree is comparable with a combination of experience, training, and education. At least three years of progressively responsible experience in providing financial administrative support and oversight of various business processes are required. Candidates with experience managing employee travel and executing various forms of procurement activities are highly preferred. Candidates must be able to work independently: interacting effectively and comfortably with internal and external stakeholders. A keen regard for confidentiality and the ability to communicate proficiently (orally and in writing) is essential. The successful candidate must be able to plan, organize, prioritize, and execute multiple and continuing assignments on an occasional deadline-driven basis.

Preferred: Working knowledge of various University systems, including BA4, KR, and CONCUR are preferred. Experience as a PHR Creator and knowledge of Workday are preferred.

Candidates with experience or knowledge of and skill in the practical application of generally accepted office practices and procedures are highly preferred.

Salary and Benefits: Salary is competitive and commensurate with qualifications. The University of Maryland offers an extensive benefits package.

Closing Date: For best consideration, applications should be submitted by **October 22, 2024**. Applications will be accepted until a suitable candidate is identified.

Applications: Applicants must apply through eTerp at <https://ejobs.umd.edu/>. Candidates should upload resume, unofficial transcript, cover letter to Advisory Committee, Department of Animal and Avian Sciences with a brief description of previous experience and contact information of three professional references.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities and women are encouraged to apply.