Financial Administrative Support
Office of Economic Innovation & Partnerships
University of Delaware

Context of the Job

The Mission of the Office of Economic Innovation and Partnerships (OEIP) is to (1) develop social and economic value from UD’s knowledge-based assets by advancing UD’s IP, inventions and technologies from the laboratory to the market place through partnerships and collaborations, (2) promote innovation and entrepreneurship across the University community and (3) develop and sustain the growth of small technology-based businesses in Delaware.

The Office has four operating units – Administration, Technology Development, Small Business Development (SBDC), and the Procurement Technical Assistance Center (PTAC).

Major Responsibilities

Responsibilities entail taking part in a collaborative team to support financial and administrative operations for all units and programs of the Office of Economic Innovation & Partnerships to include:

- Process Web Forms, e.g. journal vouchers (JVs), procurement requisitions (POs, Requests for Payment), cash transmittals, and other required forms for the unit.
- Process purchase and payment requests via UD Exchange; track payments, PO activity.
- Manage University Credit Card administration and reimbursement requests for all staff in Concur. Verify credit card expenditures are charged to appropriate program budgets, confirm funds are available prior to processing allocations. Review charges to ensure compliance with University policies and agency regulations.
- Conduct monthly reconciliations for all accounts; ensure appropriate documentation is on file and available for audit, reporting, and/or sponsored program closeout.
- Process queries in Peoplesoft for use in quarterly reports and invoices; track receivables.
- Prepare quarterly report backup documentation.
- Organize and maintain financial files, program and patent files – electronic and/or paper.
- Monitor and order office supplies.
- Provide back-up support to front desk reception and telephone coverage.
- Assist with other administrative functions, as requested.

Qualifications:

- Associate’s Degree in Business or related field, Bachelor’s Degree, preferred; or 3 years experience in business/financial related field.
- Experience working in an academic or non-profit environment is desirable.
- Ability to be flexible and manage time to meet job requirements.
- Ability to organize resources and establish priorities. Must be detail-oriented, organized, and able to manage multiple tasks and objectives.
- Ability to understand and analyze financial data.
• Knowledge of University purchasing policies and procedures to ensure compliance.
• Knowledge of federal regulations for sponsored programs is highly desirable.
• Demonstrated ability to communicate information effectively, both verbally and in writing.
• Proficient computing skills in word processing spreadsheets, and database software (Microsoft Word, Excel, Outlook, Peoplesoft); Knowledge of University systems is highly desirable.
• Demonstrated ability to work effectively as part of a team. Ability to interact well with people of all ages and diverse backgrounds.

Terms and Conditions:
Position will work for approximately 20 hours per week remotely until ~April and transition to hybrid.

This is a non-benefitted part-time position and will be paid hourly.

To Apply:
Please send a written application marked “Financial Administrative Support” via e-mail to: oeip-info@udel.edu. Please include the following in your application: a cover letter, resume, and contact information for two references.

This position will remain open until filled.

Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.htm.