Financial Support Assistant – Part Time

University of Delaware Marine Operations
Lewes, Delaware campus

UD Marine Operations manages the research ship HUGH R SHARP, several small boats, the UNOLS East Coast Van Pool, and related activities on the Lewes campus. The team is comprised of ~16 employees. The Financial Support Assistant supports the financial management of the operation through reconciling and allocating numerous purchasing transactions, invoicing for vessel services, generating budget reports, tracking Crew hours, and performing other support tasks.

Part-time (18-25 hours per week), paid hourly

Primary Responsibilities:

- Process credit card transactions in the University’s software system. Assist the crew with inputting transaction information in the system.
- Tag transactions with proper accounting codes and generate monthly and annual budget reports for the Director, Marine Operations.
- Track Crew pay roll (hours and time off) information.
- Prepare personnel forms for paying Relief Crew and for paying out excess shore leave.
- Prepare invoices for vessel usage, lab van usage, boat yard use, etc.
- Review unit accounts for discrepancies and generate Revenue vs. Expense reports.
- Prepare and track purchase orders for items that exceed credit card purchase limits.
- Ensure payment for monthly service contracts and purchase miscellaneous items as directed.
- Audit the ship’s petty cash account (2x/yr).
- Assist with inputting Grant Proposal data into University and National Science Foundation software systems.
- Assist with the preparation of general Human Resources forms for the unit.
- Assist with miscellaneous administrative and support tasks for the unit.

Qualifications:

- Proficiency with accounting and utilizing software programs for processing credit card transactions, writing purchase orders, invoicing, and preparing revenue and expense reports.
- Proficiency with Microsoft excel software and ability to learn University specific financial and human resources related web forms.
- Self-starter with strong organization skills and high attention to detail who enjoys working with numbers and spreadsheets.
- Experience with University or Federal Award financial management systems preferred.
- Ability to handle multiple tasks simultaneously.
- Customer service guided interpersonal skills to communicate with vessel users, University staff, and Marine Operations team members.

Come be a part of our team! Email a resume and cover letter to jswallow@udel.edu