College of Engineering Business Office Support

CONTEXT OF JOB:
We are currently searching to fill two office support roles for our office. Under general supervision of the College of Engineering Business Office Manager, the Office Support role processes the supporting documentation flow for financial processes in the College Business Office. This role is responsible for compiling monthly award statement files and credit card statements used for audit/independent review. This is a non-benefitted position, paid hourly (bi-weekly payroll) and is located in Newark, DE.

MAJOR RESPONSIBILITIES:
- Maintain active and closed award files on-site in an organized manner
- Set-Up new award files
- Update and maintain active purpose code list and Office of Research Admin Support List
- Verify and prepare (file) credit card documentation for UD monthly statement reconciliation process
- Assist with reconciliation process of monthly UD Transaction Statements for all purposes managed by our office. Copying, organizing and compiling large volumes of transactions; must be detail oriented and well organized
- Filing of UD Transaction Statements on-site in an organized manner
- Archives - Responsible for tracking archiving and destruction of paper files
- Perform routine & non-routine clerical, secretarial or records-processing duties
- Perform other related duties as assigned

QUALIFICATIONS:
High School diploma and one year of job-related experience or equivalent combination of education and experience. Requires knowledge of the principles and practices of office management and basic financial processing skills. Requires the ability to analyze and interpret data, to make independent decisions and judgments in keeping with the level of the position. Demonstrate intermediate computer knowledge and willingness to learn more advanced skills. Good customer service skills with the ability to communicate and interact well with people of all ages and diverse backgrounds. Ability to handle multiple tasks simultaneously.

HOURS:
24-28 Hours per week with flexibility on schedule of 4-5 days per week

APPLY:
To apply, please send a cover letter and resume to Anita Brown, anbrown@udel.edu

Equal Employment Opportunity
Employment offers 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.html.