Financial Processor, Part-Time

Department of Athletics and Recreation Services, Business Office
University of Delaware

Context of Job
The Part-time Financial Processor at The University of Delaware is a valued member of the University and Department of Athletics and Recreation Services, upholding and embracing the department mission of “Inspiring Greatness Together.” The Part-time Financial Processor will support the Business Office by assisting in the overall financial processing of the unit.

Responsibilities

Daily Processing
- Verify and reconcile daily deposit against financial reports.
- Update spreadsheets by entering daily financial data from financial reports.
- Download and review multiple financial reports for accuracy based on cashier data.
- Review cashier and online sales reports and reconcile against the general ledger.

Purchasing Cards
- Manage the monthly process of receiving monthly credit card reports from multiple users, ensure timeliness and completion.
- Assist in reviewing backup for credit card charges to ensure completeness, accuracy and adherence to university policies.
- Review outstanding balances and follow up with cardholder for timely submissions.

Club Sports
- Review monthly balances and report to club sports office.
- Reconcile the club checking account and create requisition to replenish funds.
- Allocated expenditures from club checking account to the individual club sports.

Other Duties
- Assist with the escheat process.
- Assist with other business office duties as assigned.

Qualifications
- Highly organized person who can prioritize and work with a high degree of accuracy.
- Ability to work autonomously with minimal direct supervision.
- Strong interpersonal skills using effective oral and written communication with the ability to work effectively with a wide range of constituents in a diverse community.
- Essential Excel fluency required.
- Must possess basic math skills with an understanding of accounting principles.
- Those applying must be able to work up to 20 hours per week.

Please email all inquiries to SDodia@udel.edu. Include resume and cover letter.