



**Position:** Financial Associate

**Location:** College of Health Sciences, Star Tower, 7<sup>th</sup> Floor

**Pay Range:** \$20-\$25/hour commensurate on experience

**Context:**

We are looking for a bright and motivated individual to join the College of Health Sciences Financial Team. We are willing to train the applicant with the aptitude and desire to learn new systems and skills. Under the supervision of the Director of Business Operations (DBO), the Financial Associate will serve as a resource for the 7 Academic Departments as well as the CHS Financial Team. This is an excellent opportunity to join the UD workforce. This is a part-time, non-benefitted position (18-28 hours per week).

**Major Responsibilities:**

- Provide financial and administrative support to the 7 CHS Academic departments
- Serve as UD credit card department support to include all aspects of the credit card administration, including completing credit card request forms for new employees, cancelling cards, ensuring proper documentation of expenses, verifying allowable transactions for grants as necessary and saving documentation to electronic shared drives.
- Provide procurement processing support to departments to include submission of purchase orders, honoraria, student awards, participant support, refunds, and vendor payments.
- Provide support for HR Liaison duties including onboarding of new employees, processing web forms, and submission of teaching s-contacts.
- Maintains and update documents and spreadsheets required for record keeping, using strict confidentiality for sensitive data.
- Demonstrated competency with MS Office, Teams, and Google applications for data entry, creating reports, sending emails, and other administrative operations.
- Performs other financial and administrative duties as assigned.

**Qualifications:**

- High school diploma or GED with two to three years of experience in an administrative or financial capacity, or an equivalent combination of education and experience.
- Proficiency with MS Office Suite, Google Suite, and MS Teams.
- Excellent organizational and customer service skills.
- Effective communication and interpersonal skills. Ability to interact well with people of diverse backgrounds.
- Ability to work independently with limited supervision.
- Ability to prioritize work requirements and handle multiple assignments concurrently.

**Working Agreement:**

The Director of Business Operations will work with the candidate to develop a working schedule with flexibility and hybrid option after the initial training period. Total hours per week may vary between 18-28, depending on needs of the department.

**To Apply:** Please email cover letter and resume to [jcwilson@udel.edu](mailto:jcwilson@udel.edu) (Jackie Wilson, CHS Director of Business Operations).