



UNIVERSITY of ALASKA

Many Traditions One Alaska

Position Job Duties

Req# 531498_Fiscal Manager - Institute of Arctic Biology

40% Provides primary management of \$20M budget for general fund, match, recharge, restricted, and designated funds – involving multiple large, diverse, and complex working units in the areas of research (federal, state, and private), outreach, and public service. Develops budgets, forecasts fiscal needs and commitments, and prepares monthly management reports, to include projecting payroll, direct expenditures, and revenue. Generates financial reports and provides analysis to aid in strategic planning for the Director and ExO, funding agencies, and/or other stakeholders. Develops and manages fiscal year-end closeout procedures and assists ExO with the yearly continuation budgets. Analyzes and researches both needs and problems which can result from fluctuations in operating costs, indirect cost recovery, position vacancies, reorganization, and other variables which influence IAB's capabilities and financial condition. Trains, reviews work, develops and/or supervise the development and maintenance of internal procedures for administrative and fiscal functions. Applies problem solving and analytical skills as necessary to research and resolve complex issues, revise policies, direct corrections, develop methods and procedures to enhance operations, and increases accountability for administrative staff.

20% Responsible for managing IAB's fiscal processes and business operations to include Accounts Payable/Receivable, Property, Travel, Procurement, ProCard, Budget Analysis, Cash Management, and Fund Accounting. Develops, manages, and prioritizes IAB's workflow to ensure efficiency and timeliness. Reviews and evaluates fiscal activities and support systems; monitors to ensure compliance of internal and external requirements; and implement and manage changes in consultation with the Director and Executive Officer (ExO) to improve and maintain the effectiveness and efficiency of business operations.



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Advises business office on administrative processes and implications of management decisions and policies; analyzes and proposes alternative courses of action. Participates in the development of methods and procedures to enhance business office efficiency and productivity. Provides oversight for fiscal activities of IAB administrative support staff; assists in the training of staff as needed. Secondary support as supervisor in ExOs absence. Final signature authority for Journal Vouchers (JV), Labor Redistributions (LR), Non-Representational Allowance Forms, Petty Cash, Budget Revisions, Procurement forms, 60-Day Cost Transfer Memos, and Org and Activity Code Maintenance Forms.

20% Supervises position responsible for procurement, logistics, and property inventory. Provides technical support and training as needed. Coordinates and prioritizes office workflow to ensure efficiency and timeliness of all procurement activities.

10% Supervises position responsible for procurement, logistics, and property inventory. Provides technical support and training as needed. Coordinates and prioritizes office workflow to ensure efficiency and timeliness of all procurement activities.

10% Provides program management for IAB's Institutional and large program awards. Coordinates fiscal management and provides standardized continuation of service to IAB's Institutional Development Awards from NIH (i.e. - INBRE, COBRE, and CTR) and NSF (i.e. - Toolik Field Station and Bonanza Creek Long-Term Ecological Research program). Communicates closely with other business departments at UAF, UAA, and UAS; as well as funded sub-recipient business departments. Proactively resolves pre-award/post-award issues; maintains current and accurate financial and management records. Assist large program PIs and researchers with proposals for supplemental funding opportunities.



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