



UNIVERSITY  
*of* ALASKA  

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## **Position Job Duties**

532482\_Human Resources/Fiscal Coordinator

30% Human Resources Coordinator (HRC)

Act as the HR Coordinator for Campus Services. These duties include processing electronic and paper time sheets and compiling job forms for employees with changing job status. Oversee all human resources related actions such as recruitment, hire and ongoing employment related actions and processes for all employment classes. Assist search committees with the recruitment process. Maintain confidentiality of personnel records. Provide onboarding assistance to new employees as it relates to the HR hiring process. Track required certification for Campus Services staff to ensure compliance.

20% Administrative and Department Support

Answer incoming telephone calls to respond to inquiries regarding student housing and other departmental information, etc. Assist in development of student worker training program. Maintain and manage departmental email account. Provide administrative support to Campus Services administration. Cross-train with and serve as backup to other administrative staff within Campus Services. Maintain organized lists of staff directories, listservs, and organizational charts.

30% Fiscal Management

Prepare and reconcile daily deposits. Match and verify for accuracy receipts of deposits. Prepare deposits reconciliation forms for Cashiering. Assist with audits as needed. Assist with

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year-end account reconciliations. Submit approved invoices to Accounts Payable for payment processing. Prepare invoices and journal vouchers for University department billings for Campus Services. Assist with internal client billing issues. Assist with reconciliation for summer conference billing. Assist with tax reconciliation and prepare quarterly tax returns for the Anchorage Municipality Room Tax. Assist in preparation of monthly management reports. Provide support to Senior Fiscal Officer with financial tasks, including but not limited to budget projections and internal process review.

### 15% Procurement and Reconciliation

Perform ProCard purchases on behalf of the division. Reconcile Department ProCard accounts. Serve as ProCard reconciler for multiple cardholders within Campus Services, advise ProCard holders on policies & procedures as needed, and respond to ProCard audits when directed/requested by Procurement Services. Maintain digital and paper files for all cardholders. Create requisitions and monitor purchase orders in Banner. Submit backup documentation to Procurement. Track back-up purchase documentation. Research any problematic requests with the purchaser and vendors to ensure all expenditures comply with University policy and regulations.

### 5% Travel Coordinator

Assist travelers with booking travel and reimbursement process using Concur. Advise travelers on travel regulations and policies. Act as liaisons between UAA Travel and travelers.

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