UNIVERSITY
of ALASKA
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Position Job Duties

532733_Fiscal Technician

40% Purchasing and Receiving:
Route purchase requests that require CTC approval from departments. Review and track purchase requisitions to include data entry in Banner. Assist with formal/informal solicitations. Review deliveries of material and equipment; review invoices; process receiving of invoices for payment. Obtain approval for change orders, monitor and research incomplete documents. Process petty cash vouchers, and employee reimbursements. Prepare and monitor utility encumbrance balances.

Verify receipt of goods and services purchased. Work with directors, faculty and/or staff for delivery and validation of orders. Process online receiving documents and monitor payment status of purchases made by purchasing card and purchase order. Communicate and follow up with UAF Accounts Payable and vendors with any issues. Coordinate receiving of large academic equipment with Central Receiving and help with tagging of property valued over $5,000.

25% Reconciliation and Records Maintenance:
Reconcile purchasing and travel transactions. Review and approve procard transactions for all CTC card holders. Ensure accurate funding for charges. Research expenditure transactions and complete cost transfers in a timely manner to comply with 60 day cost transfer policy or project end dates. Explains UA rules and policies to Procard holders.

Maintain multiple year purchasing and travel records for auditing purposes and fund tracking in compliance with UA's record retention policy.

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20%Fiscal Coordination:
Manage property inventory and ensure compliance in tagging and the disposal of inventory. Review and update detailed database of all CTC tagged property and coordinate annual review with all programs and departments. Prepare and submit annual inventory report.

Attend bi-weekly program admin meetings and provide guidance for fiscal procedures. Maintain copy pool access and log for all CTC users.

Research and correct fund accounting issues through the processing of cost transfers, eg. labor redistributions and journal vouchers.

10% Restricted Funds:
Maintain and organize restricted fund records for CTC using established procedures. Prepare and update reports through the query and collection of financial data using university systems and tools; Banner, Q-Menu, onBase, Google Sheets, Excel, etc. Generate and collect effort certification statements and other required award documentation. Route restricted fund related documents needing approval in DocuSign as requested. Assist with responding to restricted fund inquiries as needed. Attend meetings with fiscal personnel.

5% Travel Coordination:
Work with Asst to Dean to assist CTC staff, faculty, instructors, students, and others as needed with Travel coordination through UAF TCSO. Assist with processing travel requests and expense reports. Ensure travel is complete, accurate, appropriately authorized and follows UAF travel regulations and policies.