



UNIVERSITY
of ALASKA

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Position Job Duties

531660_Fiscal Technician - Signers' Business Office

35% Fiscal:

Assists the Fiscal Officers of the Signers' Business Office (SBO) with preparing budgets and account set ups for units serviced to include unrestricted and restricted funds. Assist the fiscal officers with compiling and preparing monthly management reports and other financial reports, (as needed). Assist with projections for general fund expenses, payroll and revenues including program income. Prepares labor redistributions, journal vouchers, budget revisions.

Assist in ensuring administrative and financial compliance with appropriate University, State, and Federal regulations. Assist in monitoring all funding activity for compliance, assisting to ensure expenditures are occurring in a timely manner. Assist in ensuring timely completion of reports, fund monitoring, and year end closeout.

35% Reconciliation:

Reconcile weekly and monthly departmental and unit Pro-Card statements for all purchases made for the Signers' Business Office. Reconcile weekly and monthly Pro-card statements for multiple Project Investigators/staff ensuring accurate funding and appropriate charging to grants or fund 1. Process Journal Vouchers as necessary to make appropriate corrections to Pro-Card statements. Research expenditure transactions and complete cost transfers in a timely manner to comply with 60 day cost transfer policy or project end dates. Reconciliation of direct pay reimbursements to faculty, staff and students for project purchases.

15% Procurement:

Responsible for developing and executing procurement transactions of varying complexity for diverse groups of commodities and services. This includes determining and selecting proper procurement methods, clarifying requirements and working with multiple faculty, staff, students and vendors. This position is also responsible for the order follow-up, including any changes to the orders, resolving delivery or receiving issues, and assisting Accounts Payable and vendors



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with billing disputes. This position has a high volume of Pro-Card reconciling using a variety of funding sources (state appropriation, grants etc.) and is very time critical due to grant close outs throughout the year and meeting year end deadlines. Various methods of procurement may include call numbers, POs, Departmental Credit Card, Cash Pays, Centralized BPOs and manual encumbrances into the automated financial system (Banner).

Receiving:

Verify receipt of all goods and services purchased for SBO units/divisions. Contact faculty, staff and students who purchased goods for pick up and validation of orders received. Process online receiving documents and monitor payment status of purchases made by credit card, and purchase orders. Communicate and follow up with Accounts Payable and vendors with any issues. Coordinate receipt of hazardous material with appropriate lab staff. Coordinate receiving of large research equipment with Central Receiving and help with tagging of property valued over \$5,000.00. Maintains Pro-Card transaction log.

10% Accounts Receivable:

Complete and send invoices to other departments and outside vendors for units serviced by SBO if needed. Verify receipt of all incoming checks, cash and credit card transactions received by units serviced by SBO. Complete and process deposit forms and coordinate with the Bursar office to securely drop off deposits weekly.

5% Additional duties as assigned:

Additional duties include records maintenance of internal soft ledgers on yearly service agreements for utilities, software, maintenance licenses and all Pro-Card and travel card purchases. Maintain multiple year purchasing and travel records for auditing purposes and fund tracking in compliance with UA record retention policy.