Job Description

The Hugh Downs School of Human Communication (HDSHC) seeks a highly motivated, organized, and financially savvy Business Operations Specialist, Sr to join our team. This is a great opportunity for someone who is interested in learning a variety of new skills and enjoys a bustling academic work environment with a supportive team.

If you want a position that includes a broad scope of fiscal and business operations functions, this would be a good fit. You'll have the opportunity to consider a range of goals, priorities, timelines, and funding guidelines, as you implement the school's financial and business functions. Activities will include accounting, purchasing, inventory planning, customer service, and other functions designated by the Assistant Director of Operations.

The successful candidate will be a self-starter with an efficient work methodology, skilled in maintaining effective working relationships in a diverse population, and experienced in handling confidential and sensitive information.

The person in this position will routinely interact with other members of the HDSHC staff, faculty, administrators at all ASU levels, and external parties, so excellent communication skills are critical. They will need to exhibit strong abilities to manage multiple tasks and priorities and have the ability to problem solve and work well in a fast-paced, deadline driven team environment. Knowledge of academic and university policies and procedures and the ability to identify and implement best practice is desirable.
**Financial Administration** – Duties include, but are not limited to:

- Manages and processes business-related reimbursements and the purchase of supplies, gift cards, services, and equipment using the University's various financial systems (Workday, SunRISE) and the Purchasing Card (PCard), in accordance with established procurement and financial policies.
- Reviews, manages, and processes guest artist and service provider requests.
- Oversees HDSHC ASU Foundation account transactions, including generating Foundation Workday documents within policy and preparing information reports as requested by ASU Foundation.
- Acts as HDSHC scholarship coordinator to manage and administer annual HDSHC scholarship application and disbursement process, which includes student communications and data entry in Foundation Workday and PeopleSoft.
- Serves as travel delegate for HDSHC faculty as needed to coordinate travel requests and expense claims for domestic and international travel.
- Serves as backup Departmental Time Administrator (DTA) to ensure time and accurate entry/approvals in PeopleSoft and TAS systems.
- Assists as needed with position renewals; personnel transaction requests (PTR) for terminations, hiring, or FTE changes; and payroll redistributions.
- Represents the HDSHC and serves on various HDSHC and university committees.
- Assists Assistant Director, Operations with special projects as directed and other duties as assigned.

**Financial Oversight** -- Duties include, but are not limited to:

- Manages PCard transaction accounting details and spend categories via JP Morgan PaymentNet system and prepares PCard verifications within Workday.
- Reconciles detailed budgets monthly for various accounts using Workday reports; analyzes, summarizes and interprets information to ensure expenditures are within the budget guidelines and informs management of irregularities.
- Prepares, organizes, and maintains HDSHC administrative and financial reports using Workday reports, such as Find Expense Report Lines for Organization, Outstanding Operational Encumbrances, Supplier Invoices in Match Exception, and proceeds with corrective actions (e.g. journal entries, closing out purchase orders).
- Monitors and maintains a variety of revenues and expenditures in accordance with budget allocations.
- Assists with inventory control and management.
- Maintains all financial files and documentation following established procurement and financial policies as required by ASU/ABOR/ASUF.
- Remains current regarding all policies, practices, methods, standards, regulations, and requirements affecting the business and operational activities to ensure ongoing compliance; attends training sessions as needed.
- Assists with internal and external audits and prepares audit documents (e.g. department purchasing card audits).

**Customer Service** -- Duties include, but are not limited to:

- Provides back-up office assistance, whenever needed.
- Assists with the hiring of staff and student workers.
- Assists/provides backup assistance to the Coordinator, Operations with coordination and development of course scheduling-related work, textbook ordering, and classroom scheduling, as needed.
- Assists with logistical efforts for all HDSHC-hosted meetings, events, workshops, conferences, and faculty searches.
- Manages multiple high-priority activities in a fast-paced environment requiring considerable coordination and follow through; responds to administrative inquiries and ensures resolution and necessary follow-up is performed.
- Serves as backup for the front office reception desk, handling incoming phone calls and visitors, as needed.
Minimum Qualifications

Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Nine (9) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of a Bachelor’s degree, preferably related to accounting, business administration, and/or finance.
- Evidence of (5) years of providing financial support in a fast-paced environment.
- Experience with ASU financial controls, purchasing best practices and procedures, budgeting, and inventory control management.
- Experience in processing procurement requests within Workday, including processing requisitions, purchase orders, journal entries, and expense reports.
- Experience with ASU Purchase Card management for purchases made outside of Workday and ensuring all procurement information within Workday processes and JP Morgan PaymentNet is accurate and follows ASU policy.
- Experience with account, payroll, and PCard management and reconciliations.
- Evidence of effective verbal and written communication skills.
- Experience in oral/written/media presentation.
- Experience in ASU systems, including Workday, PCard, Concur, and Analytics.
- Experience using Microsoft Office applications at an advanced level (i.e., Word, Excel, Outlook).
- Experience using Google Drive, Dropbox, Adobe Pro, Adobe Sign, and Zoom.
- Ability to learn and adapt quickly, as well as be comfortable with technology and new processes.
- Experience in managing multiple high-priority activities requiring considerable coordination and follow-through to meet tight deadlines and requirements.
- Ability to exercise sound judgment in decision-making, be flexible, as well ability to anticipate, recognize and resolve internal and constituent issues.

Working Environment

This position requires:

- An 8-5PM, Monday-Friday work schedule. Occasional weekend work and/or travel will be required for critical deadlines and/or events. After three months, will have an option for 1 telecommute day.
- Working both independently and within a complex structured team.
- Communicating verbally to perform essential functions.
- Managing quickly changing priorities, which may include and/or are subject to resolution of conflicts.
- Performing activities in an environmentally controlled office setting.
- Using software and computer equipment (i.e. monitor, keyboard, mouse) for extended periods of time.
- Using office equipment (i.e. printers, copiers, fax machine, telephones, calculator).
- Frequently bending, reaching, lifting, pushing, pulling, and transporting up to 25 pounds.
- Standing for varying lengths of time and walking moderate distances to perform work.

Department Statement

The Hugh Downs School of Human Communication offers BA, BS, MA, and PhD degrees. The undergraduate program currently has approximately 2,300 on-campus and online majors. The School is composed of approximately 29 distinguished interdisciplinary faculty recognized for teaching and research excellence in areas of Human Communication including: health communication, intercultural...
communication, interpersonal communication, organizational communication, performance studies, critical/cultural studies, and rhetoric.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired
qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**IMPORTANT NOTE:** What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.