

EMPLOYMENT OPPORTUNITIES

Business Services Specialist 105455W CLOSING DATE: 03/21/2008
STARTING SALARY RANGE: \$34,238 to \$41,086 (nonexempt salary range 11)

DEPARTMENT: Curriculum and Instruction

High School Diploma or GED AND Six years progressively responsible experience in a combination of budgeting, accounting, payroll, purchasing, and personnel work, one year of which involved full supervisory responsibility. Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

PREFERENCES:

Assist Mathematics Education faculty in the planning, development, and management of budgets for the Center for Mathematics Education in the Department of Curriculum and Instruction. Assists faculty with analysis of expenditures, preparation of proposals, and budget projections for grant submissions. Under the direction of the Director of Administrative Services, monitors the administration of the Center; maintains document records, creates and maintains budget databases and performs monthly and yearly reconciliations. Monitors payment of invoices, billing for postage, printing, and other needs. Arranges meetings, colloquiums, seminars, and conferences; assists with travel for visiting faculty, and meeting space arrangements. Seeking motivated applicants with 5-6 years progressively responsible experience in a combination of budgeting, accounting, purchasing, and personnel work. Experience with University of Maryland policies in relation to management of state funding strongly desired. Knowledge of Microsoft office software applications, strong organizational and recordkeeping skills, as well as strong interpersonal, verbal, and writing skills are required. Knowledge of Financial Records Systems (FRS), Electronic Forms (ELF), Procurement, travel, and PHR time entry required.

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES THAT UPON HIRE, ALL EMPLOYEES MUST PRESENT ACCEPTABLE DOCUMENTATION SHOWING THEIR

IDENTITY AND/OR WORK AUTHORIZATION

THE UNIVERSITY OF MARYLAND ACTIVELY SUBSCRIBES TO A POLICY OF EQUAL OPPORTUNITY AND WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, RELIGION, POLITICAL AFFILIATION OR PERSONAL APPEARANCE, UPON REQUEST, REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO INDIVIDUALS NEEDING ASSISTANCE.

**University Human Resources, Employment Office, Chesapeake Building #338 College Park,
Maryland**