

**SCHOOL OF NURSING  
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Position Description  
Financial Officer I - Dean's Office  
UAB Employment Site # T220799**

**SUMMARY:**

With minimal supervision the Financial Officer I, performs a variety of data entry/management, budgetary and financial functions including, but not limited to processing of requisitions, deposits, and travel reimbursements. Responsible for developing and administrating training to all new incoming support staff regarding travel, purchase order and payment process requests. Some functions are often of a confidential and complex nature. This position has limited approval authority for UAB SON funds. This individual performs other duties of a routine or non-routine nature as required by the Finance office. This role resides in the office of the Dean, under the direction of the Dean of the School of Nursing, and reports to the Financial Officer III and Executive Director of Administrative Operations. All work is to be performed in accordance with School of Nursing (SON) and University guidelines, policies and procedures.

**RESPONSIBILITIES:**

1. Responsible for developing and administrating training to all new incoming support staff regarding travel, purchase order, payment process requests, and other School of Nursing financial requests.
2. Manage and maintain inventory databases for School of Nursing equipment and property.
3. Maintain and review Purchase Card (P Card) expenditures.
4. Provide school level review for all requisitions, travel reimbursements and scholarships for the SON.
5. Maintain various databases to include requisitions, travel, and internal funds. Develop and run periodic reports as requested. Develop and manage additional databases as needed.
6. Provide assistance for SON scholarship process, account review support with appropriate SON Department(s).
7. SON liaison with GL accountants and UAB Procurement.
8. Review and approve (within set limits) school requisitions.
9. First-line financial resource contact for SON faculty and staff.
10. Monthly reconciliation of SON funds.
11. Ad hoc reports as requested.
12. Prepare and distribute monthly financial and budget reports to SON units.  
Assist in distributing various annual financial and budget reports.
13. Maintain and update SON Finance Adobe Sign forms. Other duties as assigned or requested.

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## QUALIFICATIONS:

This position requires a bachelor's degree in Accounting or Business related field with concentration in accounting and two years of responsible accounting or financial management experience. Experience in an academic setting is preferred. To be successful, this individual must have a strong working knowledge of database software such as Microsoft Office (to include Excel) or other financial management software and Adobe Sign. Additionally, the individual in this role must be able to multi-task, managing multiple projects simultaneously with a great degree of accuracy in a customer-friendly and timely manner. This individual must adhere to all FERPA and HIPAA standards, donor and alumni confidentiality guidelines, and be willing to contribute and subscribe to the mission of the School of Nursing at The University of Alabama at Birmingham.

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