Job Title: Administrative Operations Specialist  
Job Code: 60187

**JOB SUMMARY**

The Administrative Operations Specialist is responsible for a variety of fiscal and administrative support functions with complex business functions. Fiscal functions may include professional accounting and budget development/monitoring. Typical administrative functions may include contracts, inventory control, records management or related areas.

**MAJOR DUTIES**

- Prepares and disperses financial reports and/or contracts using Microsoft Word, Excel and student financial system;
- Monitors individual budgets and identifies significant budget variances;
- Records financial activity in accounting systems/sub-systems;
- Provides technical assistance and support to others on administrative issues;
- Performs complex operational functions, such as inventory control, audits, records, and planning/management analysis;
- Serves as a liaison with other parties, such as vendors, internal/external auditors, management staff of other governmental agencies;
- Participates in special projects and development of analyses as directed by the supervisor.

**COMPETENCIES**

- Skill in the use of computers and job related software programs
- Skill in planning and organizing projects
- Working knowledge of Governmental accounting procedures
- Ability to prepare budget & project status reports of milestones, tasks and resources
- Ability to gather and present data in appropriate formats
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public

**MINIMUM QUALIFICATIONS**

Associate’s degree *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.