Office of Administration & Finance

Financial Administration Specialist

This position is located at IUPUC in Columbus, Indiana

(Internal Search)

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. Become a part of an exciting opportunity to help grow our programs at IUPUC as a Financial Administration Specialist.

Under the direction of the Executive Director of Administration and Finance, the Financial Administration Specialist is responsible for providing general financial and administrative duties to ensure compliance with university policies and procedures, as well as applicable federal and state regulations. Although this position may provide support to various units on campus, the primary function of this role is to provide support to the Department of Athletics. Please follow the instructions listed below to view the full job advertisement.

Please Note: This opportunity is only available for qualified internal candidates with Indiana University.

REQUIREMENTS
Bachelor’s degree in finance, business, or related field. Combinations of related education and experience may be considered. Preferred qualifications include professional experience in university areas relevant to finance. Applicants must possess a valid U.S. driver’s license and be able to drive during daylight and evening hours to event locations. Must be able to be insured by Indiana University.

The successful candidate should possess proficient communication skills; maintain a high degree of professionalism and confidentiality; possess time management and priority setting skills; the ability to read and interpret financial documents and policies; and the ability to clearly present material and make it accessible to a variety of audiences. This role also requires organizational skills to manage multiple projects; highly effective collaborative and interpersonal skills; excellent verbal, written, listening skills; customer service, and public speaking skills; assertiveness and attention to detail; ability to meet deadlines; and the ability to use computer software programs utilized by the university.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/. Search for Job ID 307932 to view the complete position description and to apply. A resume must be submitted with your online application. This opportunity is available to internal and external candidates and the deadline for applications is September 7, 2023, or until filled.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees. Indiana University offers a competitive benefits package which includes the following for exempt-level employees: 10 paid holidays; 30 days of paid time off per year (36 days after 5 years of service); Medical, Prescription, Vision, and Dental Coverage; Tuition Assistance; and Spending and Saving Accounts. IU also makes all contributions to a 403(b) defined contribution plan in an amount equal to 10% of your base salary each pay period. New employees are subject to a 3-year cliff vesting requirement.

Columbus is located one-hour south of Indianapolis, 1½ hours from Louisville, and 1¼ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Information: Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu.