

OCN Casual Hire  
Administrative & Fiscal Support Specialist  
Can pay up to \$20-\$25/hour  
Full Time (20 weeks) starting mid January 2023

The Department of Oceanography at UHM seeks applicants for a temporary (20 week) casual hire position- to provide administrative & fiscal support to the Department of Oceanography on a temporary basis.

To apply, email [kristinu@hawaii.edu](mailto:kristinu@hawaii.edu) with a resume, cover letter, and a list of 2-3 professional references

#### Duties and Responsibilities:

1. \*Provide administrative and fiscal support to the Oceanography Department Faculty and their associated research groups, including post-doctoral researchers, and students.
2. \*Responsible for the procurement and inventory of all supplies, services and expediting of payments.
3. Provision of fiscal support for upcoming faculty searches. These duties include, but are not limited to preparing/submitted purchase orders and reimbursements via UH and UH Foundation
4. \*Ensures compliance with established policies & procedures.
5. \*Independently determines appropriateness of various fiscal and personnel documents and recommends alternatives as necessary.
6. \*Advise members on various fiscal policies and procedures. Also provides recommendations on various procurement issues, including travel, within established policies and procedures.
7. \*Responsible for the procurement and inventory of all supplies, services and expediting of payments. Advise Principle Investigators with the proper procurement policies/procedures for large equipment purchases.
8. \*Assist in the creation of stipend accounts for new appointments. Prepare and submit monthly stipend payments in a timely manner.
9. \*Prepare and audit necessary fiscal documents in accordance with established policies and procedures, including purchase requisitions for purchase of laboratory equipment and supplies, airfares, payments, and reimbursements in a timely manner.
10. Establish and maintain good relations with vendors regarding clarifications of quotes, purchase orders and payments.

11. \*Assist new foreign researchers/visitors with appropriate visa applications. Complete required visa request paperwork, obtain signatures, & submit all forms to the appropriate office in a timely manner to ensure visa will be obtained prior to appt date.
12. \*Prepare and audit paperwork for hiring new personnel, which includes but not limited to graduate assistants, post docs, technicians and student help. Determines the most appropriate hiring source. Also submits timesheets as needed.
13. \*Prepare and audit overload forms for both faculty and graduate assistants. Prepare and submit associated payment forms as required.
14. Utilize software programs used by campus and UH System to include KFS, eTravel, and the RCUH procurement system to process various fiscal documents.
15. Other duties as assigned

#### Minimum Qualifications

1. Possession of a baccalaureate degree in Business Administration or related field and 1 year(s) of progressively responsible professional experience with responsibilities for general business management; or equivalent education/training or experience.
2. Functional knowledge of principles, practices and techniques in business management & procurement and financial management demonstrated by knowledge, understanding and ability to apply concepts, terminology.
3. Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with business management & procurement and financial management.
4. Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the business management & procurement and financial management.
5. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

#### Desirable Qualifications

1. Familiarity with KFS and RCUH Financial Portal.
2. Familiarity with UH and RCUH policies and procedures.
3. Familiarity with immigration and employment procedures, including the J-1 Exchange Visitor Program.
4. Professional work experience in an academic/university environment,