

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**Job Title:** BUDGET COORDINATOR  
(pay grade 110)  
**Department:** MICHIGAN TECH RESEARCH INSTITUTE  
(Based in Ann Arbor)  
**Salary Guidelines:** MINIMUM \$24,901 – MAXIMUM \$40,250  
**Exempt (Y/N):** YES  
**Supervisor:** BUSINESS AND OPERATIONS DIRECTOR

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<b>POSITION DURATION DEPENDENT UPON EXTERNAL FUNDING</b>
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**SUMMARY:** Provide professional and administrative support to the Business and Operations Director and the Office Manager. Assist with the daily operations of the department. The position is located at MTRI in Ann Arbor, Michigan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Oversee department budget, including the maintenance of accounts, projecting budget balances and making appropriate transfers.

Assist with research awards and project account administration for external funding, including reallocations.

Utilize Banner to access financial information for the department.

Prepare reports as necessary utilizing advanced features of word processing, spreadsheet and database software.

Prepare materials for periodic program reviews.

Maintain equipment inventory.

Arrange travel for staff members.

Collect, consolidate and submit biweekly time reports to Payroll.

Prepare proposal budgets.

Work with project principal investigators on various matters concerning research accounting and contracts.

Special projects as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Administrative supervision is exercised over student interns.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

**Bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities have been acquired.**

**Five years of administrative experience.**

**Five years experience using personal computers and basic software packages.**

**Experience working with budgets and financial data.**

**Experience using advanced features of spreadsheet/database software such as creating macros, creating charts, and utilizing formulas.**

**DESIRABLE:**

**Experience using BANNER, email software, electronic calendar software.**

**Experience working with research accounts.**

**OTHER SKILLS AND ABILITIES:**

**REQUIRED:**

**Excellent interpersonal, customer service, and oral/written communication skills.**

**Demonstrated ability to organize and prioritize work assignments.**

**Demonstrated ability to organize and prioritize multiple projects concurrently with attention to detail and accuracy.**

**Demonstrated project management, time management, and problem solving skills.**

**Demonstrated ability to use judgment when dealing with confidential information.**

**Demonstrated ability to work independently and take the initiative to solve problems.**

**Demonstrated excellent decision-making capabilities.**

## **BUDGET COORDINATOR - MTRI**

**Demonstrated ability and skill to understand problems and take the initiative to work independently to analyze, develop, and implement solutions.**

**Demonstrated ability to expeditiously handle simultaneous requests.**

**Demonstrated ability to work as part of a team.**

**Demonstrated ability to explain and convey complex information.**

**Basic bookkeeping skills.**

**Demonstrated ability to write quality reports and correspondence.**

**Ability to obtain a Department of Defense security clearance, which requires United States citizenship.**