



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

OPERATIONS SPECIALIST (PART-TIME)

POSITION REFERENCE NUMBER: 11016-128

GENERAL FUNCTION

Under the general direction of the Senior Operations Manager, this position shall be responsible for providing and maintaining business systems in support of Facilities Management (FM) budget functions. Areas of responsibility shall consist of the routine management of internal Facilities Management budget processes and the University Utilities Management Program.

This is a part-time position not eligible for University benefits. Work hours are limited to 950 per calendar year and less than 29 hours per week consistently.

RESPONSIBILITIES

1. Budgeting process - maintaining the Facilities Management budget documents which include; general ledger verifications, budget commitment summaries, service contracts and maintenance supply blanket spreadsheets, inputting purchase requisitions and Facilities Management invoicing processes.
2. RMU Utility database and spreadsheet updates.
3. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Accounting or related field preferred.
2. One or more years of relevant accounting experience required.
3. Advanced computer skills (Microsoft Office, particularly Excel) and be comfortable learning new software to be integrate into existing Facilities Management system.

OTHER INFORMATION

Exemption Status: Non-Exempt

Post Date: August 3, 2017

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

[RETURN TO JOB POSTINGS](#)