

PROJECT SPECIALIST/BUSINESS SUPPORT MANAGER

The University of Arkansas at Pine Bluff seeks highly motivated, innovative, and committed applicants for the position of Project Specialist/Business Support Manager. This position is responsible for all fiscal aspects of Printing and Mail Services to include planning and executing improvement initiatives to maximize the support of university programs in the most efficient and cost effective manner. Functions include those related to budget and forecasting, revenues and cost recovery, accounting, financial reporting, requisitions, disbursements, personnel, internal controls and audits. Essential to the function of this position are general management, planning and evaluation, and fiscal management. **Minimum Requirements:** Bachelors degree in business administration, finance or related field, with at least one year experience in management to include supervisory experience. Incumbent must be proficient in Excel, have excellent verbal and written communication skills, interpersonal, and customer service skills. Must be able to generate consensus, influence the decision-making process and follow through with implementation until job is completed. **Desired qualifications:** Advanced degree in business administration, finance or accounting; workable knowledge and experience in financial reporting including use and administration of automated accounting systems for small businesses; advanced expert knowledge with Microsoft, Inc. Office Suite of products and working knowledge of Datatel Corporation Colleague software.

Application Process: Submit application, resume, transcript(s) and three reference letters to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, AR 71601

DEADLINE FOR APPLICATIONS: **JUNE 23, 2010**

The University of Arkansas at Pine Bluff is an Equal Opportunity/Affirmative Action Employer and full participation by women and minority groups is encouraged.

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