Definition of Class
Incumbent coordinates the daily financial operations of the University of Mississippi Research Park (UMRP) and the University of Mississippi Innovation Center (UMIC). Incumbent oversees, directs, and/or coordinates financial and general business operations for the organization while exercising independent judgment and a high degree of discretionary authority. Incumbent provides technical assistance and research support to identify the needs and available resources related to projects. Incumbent is under the general supervision of the Executive Director of the University of Mississippi Research Park.

Examples of Work Performed
Manages and coordinates the daily financial activities of the department including, but not limited to, conducting budget and expenditure assessments, assisting in budget planning and preparation, preparing reports for department and external use, maintaining fiscal records, and preparing budget statements.

Researches and identifies needs and available resources for grant funded projects. Provides grant application advice and training to tenants.

Prepares proposals, budgets, reports, and applications for grants, contracts, subcontracts, and other funds. Assesses potential sources of funding based on legislative, business, and industry trends. Maintains and coordinates application deadlines. Submits proposals and documents.

Researches technology needs and makes recommendations. Serves as liaison to coordinate website maintenance, technology purchases, and information systems needs.

Maintains departmental website; creates webpage content, graphics, and layout; updates calendars and events. Stays abreast of technical products, designs, and features.

Coordinates the processing, invoicing, and collection of charges to tenants.

Coordinates grants, leases, and contracts with appropriate University offices.

Provides technical writing and budget preparation support as needed for proposal and project development and reporting requirements.

Designs and oversees data retrieval procedures for data collection; performs analyses on data collected, reports findings and makes recommendations.

Assists with recruitment fairs, exhibitions, and public events and may travel to various off-campus locations. Provides information to prospective tenants and coordinates contacts.

Ensures compliance with policies and procedures, participates in office planning, and assists in coordinating the efficient operation of the office to meet tenant and external party needs.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Manages and coordinates the daily financial activities of the University of Mississippi Research Park and the University of Mississippi Innovation Center.

2. Maintains budgetary, accounting and fiscal records for department.

3. Coordinates the processing, invoicing, and collection of charges to tenants.

4. Prepares proposals, budgets, reports, and applications for grants, contracts, subcontracts, and other funds.

5. Manages and coordinates the daily activities of grant funded projects. Assesses potential sources of funding based on legislative, business, and industry trends.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in accounting or a related field from an accredited college or university.

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*