



DETAILED JOB DESCRIPTIONS

Financial Administrator and Office Manager

Objectives: (1) to assist with the implementation of the cooperative agreement; (2) to provide central administrative services for the South Central CASC Consortium; and (3) to serve OU's employees with financial, human resources, and other support. This position will serve as the primary administrative contact for the South Central CASC. Certain elements of post-award, human resources, purchasing, travel, or other administrative functions are centralized at OU and provided through indirect costs.

To fulfill the research objectives above, specific tasks may include:

- Oversee office operations to ensure that CASC employees can focus on their work to serve USGS, the Consortium, and CASC's societal partners across the region;
- Implement all primary financial operations of the CASC for OU, including preparing budgets; completing purchases; monitoring expenses, spending rates, and inventory; maintaining payroll distribution; reconciling accounts; producing monthly reports; and coordinating meetings;
- Help reduce administrative burdens for CASC employees by identifying opportunities for streamlining processes and increasing administrative efficiency;
- Provide human resources support, including posting open positions, on-boarding new employees, staying current on OU policies and procedures, and submitting personnel paperwork;
- Serve as the primary administrative contact for the South Central CASC, including answering phones, attending meetings, contracting with vendors, overseeing the Business Continuity Plan, and participating in financial, space, and equipment audits; and
- Assist the CASC leadership and employees in preparing for and conducting meetings, workshops, and conferences.

Qualifications: They will have a Masters Degree (or Bachelors Degree with at least 5 years of experience) in accounting, business administration, or related fields. They will be able to work efficiently in a remote teamwork setting, to complete multiple projects and tasks with high-quality work, and to coordinate efforts and share results with team members frequently.