



Finance and Project Coordinator

Position Summary

The Finance and Project Coordinator will perform varying and complex assignments to ensure accomplishment of NSRI’s overall research mission in direct interface with the University of Nebraska, United States Strategic Command, and other U.S. Government and Department of Defense counterparts. This individual will be responsible for organizing and facilitating financial, project, and travel activities under the primary direction of the NSRI Finance Manager. The Finance and Project Coordinator is an integral member of the NSRI team.

This individual should be able to maintain confidentiality; have a finance/business background with a good understanding of accounting activities; be analytical, perceptive, and a critical thinker; exhibit strong interpersonal and communication skills; and be self-motivated and capable of working effectively with minimal supervision. Project coordination experience, familiarity with basic/applied research, QuickBooks proficiency, and familiarity with government contracts is preferred.

Responsibilities and Duties

This position description will be reviewed periodically as duties and responsibilities change. Essential and marginal position functions are subject to modification. NSRI reserves the right to determine the essential and marginal functions of the position.

Responsibility Statement	Financial Coordination
Duties	<ol style="list-style-type: none"> Under the direction of the NSRI Finance Manager, assist in the preparation of monthly financial reports and incurred cost reporting. Compile information for accounting and finance data (i.e. requisitions, purchase orders, vendor invoices, etc.) and maintain relevant documentation to support the transactions. Assist with implementation and maintenance of NSRI accounting database to include entering data and reconciling expenses to monthly reports. Ensure financial transactions are in compliance with NSRI and University rules and regulations, as well as State and Federal laws. Comply with records retention policies and procedures. Assist Finance Manager in responding to audits and other matters. Advise management concerning accounting procedures and policies, to answer inquiries and to provide guidance in the resolution of accounting problems. Other responsibilities as required.
Percentage of Time	50%

Responsibility Statement	Project Coordination
Duties	<ol style="list-style-type: none"> Under the direction of the NSRI Project Manager, assist with monitoring of project schedule and deliverables. Maintain effective communication between all project stakeholders including sponsors and University employees. Populate and manage database of project & financial information for contracts, grants, and purchase orders. Assist with invoice entry and tracking in Wide Area Workflow payment system. Assist with software implementation and special projects. Other responsibilities as required.
Percentage of Time	30%

Responsibility Statement	Travel Coordination
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Duties	1. Responsible for the initiation, tracking, reconciliation, and processing of pre- and post-travel activities (e.g., travel requests and routing for approval, reviewing receipts and travel claims, generating reports, and processing payments).
Percentage of Time	20%

Qualifications

- Bachelor's degree in business, accounting, or related field required; or Associate's degree with a minimum of three years' experience
- Strong communication skills
- Proficient in MS Office Word and Excel; proficiency in MS Access and SharePoint a plus
- Detail-oriented and organized
- Ideal candidate must demonstrate maturity, have excellent judgment, discretion and problem solving abilities, and be able to handle multiple priorities simultaneously while meeting deadlines