



Example of Business Operations Specialist Job Description

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Our growing company is hiring for a business operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business operations specialist

- Supervises, schedules, trains, and evaluates assigned student workers and trains event volunteers ensuring appropriate coverage for events
- Provides back-up support for Career Development and Industry Relations including creation of marketing materials/information, student and alumni assistance, and Sun Devil CareerLink and Salesforce-related support & assistance
- Represents the college/department on various committees and events to support the Career Center and improve its effectiveness throughout the University and community
- Responds to audit requests and gathers documentation for payroll, pcards, and financial records
- Prepares post award budgets as needed, recommends and establishes budget control system for controlling expenditures
- Processes all travel requisitions and reimbursements
- Organizes and/or prepares sponsored financial reports
- Maintains all applicable project records and files
- Provides training to faculty and staff in use of information to assist in management of projects, provides technical advice and services to project accountants or other university staff with problems, complex issues or special projects
- Participates in a variety of inter and intra area meetings to represent work area's interests and perspective regarding issues

- Experience working with PeopleSoft, MS Office (Word, Excel, PowerPoint,),and Advantage
- Demonstrated knowledge of excel in creating and organizing spreadsheets
- Evidence of communication, both verbal and written
- Prepares and summarizes a variety of operational and business activity reports to management including forecasts and tracking project budgets vs
- Authorizes trip requests and trip expense reports using MyASUTrip/Concur
- Performs account, payroll, voyager card and procurement card reconciliations