



Example of Business Specialist Job Description

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Our company is growing rapidly and is looking for a business specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for business specialist

- To support the implementation of product, business, regulatory and industry change
 - To collate and prepare reporting on behalf of the OP&R Team
 - To support the UKFS Teams in delivering a controlled operating model
 - Coordinates and reviews 20+ FD GIE/Semester program budgets in collaboration with two International Coordinators
 - Oversees communication with the Director of Study Abroad and College Deans and Directors to facilitate the approval of assigned program budgets
 - Assists with the development and approval of vendor contracts
 - Monitors FD GIE/Semester accounting activity, maintains and adjusts multiple spreadsheets and journals in preparation for monthly reconciliation of Advantage
 - Controls, reviews, authorizes and updates expenditures (including P-card purchases as Cardholder) and revenues for assigned program budgets
 - Within the Concur system, oversees travel for all GIE/Semester faculty directed programs for 40+ travelers (faculty and support staff) which includes preparing and reconciling all travel claims in collaboration with travelers and their International Coordinators
 - Reviews, verifies for accuracy, and acts on requests from staff which require that charges be added, reversed or modified on student accounts due to withdrawals, scholarships
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- Ability to communicate and build consensus
- Ability to develop new approaches to complex projects
- Mastery in Excel and SQL
- CROESUS
- ThomsonOne
- Fixed Income Platform