



## **Business Office Analyst – 2021-24360**

Updated: Sep 21, 2021  
Location: UC Irvine Campus  
Job Type:  
Department: MAE Department Accounts

**Job Opening ID:** 24360

**Reports To:** Administrative Manager I

**Working Title:** Business Office Analyst

**Department:** MAE Department Accounts

**Bargaining Unit:** 99

**FLSA:** Non-Exempt

**Payroll Job Code:** 007376

**Job Location:** UCI Campus- Irvine

**Percent of Time:** 100%

**Work Schedule:** M-F, 8-5

**Employee Class:** Career

### **Position Summary:**

The Department of Mechanical and Aerospace Engineering (MAE) in the Samueli School of Engineering is a diverse, fast-growing community of 31 full-time faculty, and 9-affiliates, with numerous nationally and internationally recognized with honors and awards. There are dozens of professional researchers, 175+ graduate students, and over 1243+ undergraduates in nationally and international recognized programs. With a multitude of national recognitions, MAE is highly ranked by US News and World Report for its Undergraduate and Graduate academic programs. MAE has five major research thrusts with approximately \$4.8M of related research expenditures; six-world class center affiliations and an impressive list corporate affiliate.

Under the supervision of the Department of Mechanical and Aerospace Engineering (MAE) Department Chief Administrative Officer (CAO), the Business Office Program Analyst provides extensive analytical support for MAE Department projects. With the push for experiential learning, as noted on Campus and School Strategic Plans, the Analyst will handle increased number of student projects and larger enrollments. Primary responsibilities include: overseeing all administrative and financial activity for designated courses, and project courses, including Project Design throughout the academic year. Coordinates communication with School/Department donors. The Analyst will manage all MAE Student Engineering Clubs and Honor Societies. The Analyst leads the coordination of a wide number of meetings, luncheons and events for a variety of stakeholders including, industry affiliates faculty and student events, with CAO and Department Chair guidance and direction. The Analyst will also be coordinating, scheduling and or helping with a wide range of Departmental events. The analyst manages and oversees logistic details and for internal and external stakeholders. Provides a wide range of financial support to the department which includes course material cost analysis and reconciliation, KFS account analysis, journal entries and fund transfer, reconciliation and approvals; supporting fiscal closing actions account audit and clean-ups and other finance system related transactions. Provides general support to the department and conducts and or participate in special projects as needed.

### Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

#### Example:

25%      Essential      Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
50%	Yes	<p>Administers a defined operational program or activities which include some of the following functions: facilities, payroll, space planning, student services, communications. This position is responsible for the successful scheduling and logistical execution and tracking of class project and scheduling for MAE courses.</p> <p>Assists faculty with project course scheduling, enrollment, set-up and related logistics. Develops and disseminates class communications to stakeholders about student projects including faculty, students, and corporate contacts. Organizes senior student projects for review events.</p>

	Yes	Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, evaluates current and proposed services such as phone, general office equipment expenditures. Monitors reconciles expenses related to Couse Material Fees, lab projects general ledger, payroll, travel, purchasing event and related budgets in support of effective financial management and fiscal year end closing procedures. Carries out account analysis, journal entries, fund transfers, reconciliation, account clean-up and any related systems transaction.
	Choose an item.	
	Choose an item.	
25	Yes	Participates in the development and revision of standard operating procedures and guidelines. Supports department programs accreditation (ABET), maintains updated course material, ordering and purchasing of related material and administers related support related activities.
	Yes	Conducts trend analyses and helps develop resulting recommendations resulting from donations, payments and contributions from outside organizations.
	Yes	Assesses and recommends changes to maintain compliance with federal and state requirements and internal policies.
10	Choose an item.	Manages MAE student Engineering clubs and Honor Societies and it various logistics, meetings, events, financial overview support, event organization
	Choose an item.	Coordinates a wide range of event planning and all related logistics for MAE throughout the year, including advertisement, catering, travel, purchases, venue reservation, process expense and reimbursements request.
	Choose an item.	Supports other MAE staff and duties as needed.

**Compensation Range:**

\$21.98 - \$27.78

**Department Website:**

<https://engineering.uci.edu/dept/mae>

**Required:**

Bachelor's degree in related area and / or equivalent experience / training.

Ability to use sound judgment in responding to issues and concerns. Solid communication and interpersonal skills to communicate effectively with all levels of employees, students and guests verbally and in writing. Solid organizational skills and ability to multi-task with demanding timeframes. Working knowledge of common organization-specific and other computer application programs. Ability to use discretion and maintain confidentiality. Ability to read and comprehend policy, apply policy to varying situations and to effectively and concisely communicate policy to faculty, staff, researchers and students. Excellent professional interpersonal skills to interact

diplomatically with diverse personalities and to exercise judgment and tact in interactions with individuals on and off campus. Demonstrated organizational and time-management skills. Ability to prioritize workload, meet deadlines, and work with frequent interruptions under constantly changing priorities, with minimal direction Experienced in using Microsoft Office Suite. Demonstrated experience and skill in providing all aspects of administrative support in an executive office Familiarity with accounting principles

**Preferred:**

Experience with KFS financial systems, process and Accreditation review process. Knowledge of University organizational structure, policies and procedures, and protocols related to academic unit administration. Ability to effectively coordinate/schedule small and large scale events with a keen attention to logistical details Demonstrated financial and analytical experience, to include budgeting, tracking, reconciling, analyzing and reporting Familiarity with University administrative organization, policies, procedures and practices Working experience in a college/university setting, supporting academic departments, faculty and students. Working knowledge of University travel and reimbursement guidelines to support faculty and guests.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.