

**Position Description**

<b>Job Title:</b> Finance Coordinator	<b>Grade:</b> 81
<b>Incumbent:</b> Vacant	<b>Reports to:</b>
<b>Division:</b> Professional Exchange Community Outreach (PECO)	<b>Department:</b> PECO

**Purpose of Position:**

Performs tasks related to expense allocation and reconciliation for the KAUST/IIE program and to ensure that all appropriate charges are being captured and properly allocated to the appropriate IIE cost centers in a timely manner.

**Principal Responsibilities:**

1. Develop complete familiarity with accounting and invoicing and the budget for KAUST scholarships program, in order to review SAP expense entries from the various IIE cost centers involved with this international program.
2. Monitor and analyze accounting entries. Prepare journal entries to make adjustments and corrections as requested by your supervisor.
3. Maintain a correction change-order database and follow-up to ensure that journal entry corrections appear as intended.
4. Document work and maintain careful records of how and why adjustments or changes were made to ensure a clear audit trail for other IIE staff and the sponsor.
5. Make suggestions to the SPM to improve and upgrade the expense allocation process. Highlight problem areas to the Finance and Budget Director and Assistant Director.
6. Participate in relevant meetings. Cross-train in other aspects of KAUST finance such as invoice capture. Perform other duties as assigned.

**Internal/External Contacts:**

The Program Coordinator works in close collaboration with the Senior Program Manager of Finance and Budget and has contact with IIE employees and cost centers that charge expenses to KAUST.

**Qualifications: Education/Experience/Skills:**

- University Degree required (BA/BS) plus three years of relevant work experience
- Proven aptitude for financial and administrative work
- Willingness to learn. Attention to detail and follow-through.
- Computer skills and experience with MS Office, Windows, Excel, and Database input
- An interest in education and international study programs
- Knowledge of IIE systems and/or prior experience with SAP a plus