

Business Specialist Spvr

Position Details

Position Information

Recruitment/Posting Title	Business Specialist Spvr
Job Category	Staff & Executive - Finance/Accounting/Purchasing
Department	Voorhees Transport Center

Overview

Rutgers, The State University of New Jersey, is a leading national research university and the State of New Jersey's preeminent, comprehensive public institution of higher education. As one of the largest employers in the State of New Jersey, Rutgers University is committed not only to the students and the State that we serve, but also to the faculty and staff who work on our campuses.

For two consecutive years, Rutgers is ranked on Forbes' list of America's Best Large Employers. Rutgers holds #64 of 500 employers and is the #1 New Jersey employer on the publication's 2023 list. Rutgers' commitment to its employees includes maintaining and fostering a safe, diverse, and respectful workplace environment, creating employment opportunities for our nation's military veterans, and ensuring accessibility and accommodation for individuals with disabilities.

Posting Summary

Rutgers, The State University of New Jersey is seeking a Business Specialist Spvr for the Voorhees Transport Center.

Among the key duties of the position are the following:

- Manages grant accounting for multiple sponsored project accounts in the Voorhees Transportation Center.
- Manages pre- and post-award processes such as budget development.
- Creates and maintains boilerplate documents.
- Routes proposals through the university proposal system (RAPSS).
- Handles post-award fiscal management encompassing monthly account status reporting, financial reporting in accordance with sponsor requirements, and close-out summaries.
- Manages or oversees internal business processes, such as purchasing, payroll, and commitment accounting.
- Oversees Center budget operations, including accurate and timely project billing.
- Supervises Center business staff and support efficient business operations.
- Supports the Center's HR activities with UHR, including review of Classification and Recruitment Forms.

FLSA	Exempt
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Grade	05
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Salary Details

Minimum Salary	71447.000
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Mid Range Salary	90435.000
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Maximum Salary	109422.000
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Offer Information

The final salary offer may be determined by several factors, including, but not limited to, the candidate's qualifications, experience, and expertise, and availability of department or grant funds to support the position. We also take into consideration market benchmarks, if and when appropriate, and internal equity to ensure fair compensation relative to the university's broader compensation structure. We are committed to offering competitive and flexible compensation packages to attract and retain top talent.

Benefits

Rutgers provides a comprehensive benefits package to eligible employees. The specific benefits vary based on the position and may include:

- Medical, prescription drug, and dental coverage
- Paid vacation, holidays, and various leave programs
- Competitive retirement benefits, including defined contribution plans and voluntary tax-deferred savings options
- Employee and dependent educational benefits (when applicable)
- Life insurance coverage
- Employee discount programs

Position Status

Full Time

Working Hours**Standard Hours**

37.50

Daily Work Shift**Work Arrangement**

Consistent with the current application of Rutgers Policy 60.3.22 or the applicable provisions of relevant collective negotiations agreements, this position may be eligible for a hybrid work arrangement. Flexible work arrangements are not permanent, subject to change or discontinuation, and contingent on the employee receiving approval in the FlexWork@RU Application System.

Union Description

Admin Assembly (MPSC)

Payroll Designation

PeopleSoft

Seniority Unit**Terms of Appointment**

Staff - 12 month

Position Pension Eligibility

ABP

Qualifications**Minimum Education and Experience**

- Bachelor's degree in a related field or an equivalent combination of education and/or experience demonstrating knowledge and understanding of generally accepted accounting principles and practices.
- A minimum of two years relevant experience in a financial/accounting function, good communication skills, and computer literacy.

Certifications/Licenses**Required Knowledge, Skills, and Abilities**

- Fluent in Excel, including pivot tables and lookups.
- Good communication skills.
- Computer literacy.

Preferred Qualifications

- Knowledge of Access and/or SQL.
- Knowledge of university accounting systems, i.e., Marketplace, Cornerstone, HCM, RAPSS.
- A degree in urban planning or a closely related subject.

Equipment Utilized**Physical Demands and Work Environment**

Special Conditions

Posting Details

Posting Number 26ST1633

Posting Open Date 08/20/2026

Special Instructions to Applicants

Regional Campus Rutgers University-New Brunswick

Home Location Campus Downtown New Brunswick

City New Brunswick

State NJ

Location Details

Pre-employment Screenings

All offers of employment are contingent upon successful completion of all pre-employment screenings.

Immunization Requirements

Under Policy 100.3.1 [Immunization Policy for Covered Individuals](#), if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate's offer of employment or disciplinary action up to and including termination.

Equal Employment Opportunity Statement

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we encourage all qualified applicants to apply. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrimination-statement>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree in a related field or an equivalent combination of education and/or experience demonstrating knowledge and understanding of generally accepted accounting principles and practices?
 - Yes
 - No
2. * Do you have a minimum of two years relevant experience in a financial/accounting function?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application
3. List of Professional References (contact Info)

Optional Documents