Position Announcement

Western Connecticut State University  
Fiscal Affairs  
Assistant to the Director

Western Connecticut State University is pleased to announce that applications are being accepted for an Assistant to the Director of Fiscal Affairs.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Summary: Under the supervision of the Associate Controller, this administrator will assist in a wide variety of accounting and financial responsibilities. Duties include:

- Performs analysis, reconciliation, and corrections of various financial accounts, cashiering activity, bank accounts, state sales tax;
- Creates and maintains various financial spreadsheet reports, accounts payable, travel vouchers, payroll, and inventory systems;
- Assists in the management of grant contracts, including filing timely reports with the appropriate agency and tracking indirect costs;
- Assists in the documentation of office policies and procedures;
- Assists in the fiscal year-end financial closing and related statement preparation;
- Assists in all financial audits including those made by state, federal, and private audit firms;
- Assists in financial system implementation projects and assists in the education of university staff members on the finance system;
- Acts as general resource person for finance inquiries.

Qualifications: A Bachelor's Degree in accounting, finance, business administration or a related field required. Two (2) years’ experience in accounting required. Knowledge of the spreadsheet applications, preferably Microsoft Excel and other components of the Microsoft Office Suite.

Salary & Benefits: The hiring salary range is $55,074 – $75,163 and is commensurate upon the candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In
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subject line of the email reference: Your Last Name – Fiscal Affairs Assistant to the Director. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, September 22, 2023. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer