



Position Announcement

Western Connecticut State University Assistant Director of Fiscal Affairs - Travel

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

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. WCSU is honored to be awarded the federal designation as a Hispanic-Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Position Summary: Assistant Director of Fiscal Affairs – Travel coordinates and oversees the University Travel Office. Reviews travel requests prior to agency approval to ensure compliance with university policies. Recommends, documents, and implements policies and procedures as they pertain to the Travel Office. Coordinates and reviews budgets for group travel. This position may supervise clerical and student employees. Duties include:

- Maintains budget control of travel expenditures by department. Processes journals to account for travel.
- Reviews data entry of advances and reimbursements associated with travel to ensure that proper amounts and accounts are charged and that advances are repaid in a timely fashion. Supervises and trains staff in the same.
- Reviews and corrects supporting documentation for travel authorizations and vouchers per CSCU and State policies.
- Processes Travel Authorization requests.
- Assists the University community in all travel related issues and problems.
- Represents the Travel Office at various meetings.
- Participates in the maintenance of the CSCU system-wide travel manual. Prepares and distributes updates as required. Recommends and implements changes in procedures to effect more efficient operation of the Travel Office.
- Conducts seminars and workshops for faculty, administrators, and staff relative to current travel policies and procedures.
- Works with groups from Athletics, Student Life, Academic departments, and International Services on various forms of group travel.
- Assists the Fiscal Affairs department with audits, reconciliations, journal processing and invoice processing.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications: Bachelor's degree required. Three (3) years of professional level experience in budget management, policy development, and implementation. Professional experience in the travel industry is preferred. Understanding international travel requirements is preferred. Ability to organize and manage information.



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Salary & Benefits: The hiring salary range is \$66,669 - \$88,379 and is commensurate upon 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. WCSU 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 subject line of email reference: Your Last Name – Assistant Director of Travel. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than **Friday, May 17, 2024**. 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