



Position Announcement

Western Connecticut State University Assistant Director of Fiscal Affairs - Grants

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

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: Reporting to the Director of Fiscal Affairs/Controller, the incumbent is responsible for this administrator will assist in a wide variety of accounting and financial responsibilities. Duties include:

1. Performs analysis, reconciliation, and corrections of various financial balance sheet and income statement accounts.
2. Creates, organizes, and maintains various financial spreadsheet reports.
3. Serves as a resource person to WCSU in understanding, administering, and monitoring grants. Coordinates and administers grant contracts, including but not limited to; creating budgets with principal investigators, filing timely reports with appropriate agencies, tracking indirect costs, and improving process flow.
4. Develops, monitors, and maintains documentation of office policies, procedures, and process improvements.
5. Assists in the fiscal year-end financial closing and related statement preparation.
6. Assists in all financial audits including those made by state, federal, and private audit firms.
7. Assists in financial system implementation projects and assists in the education of university staff members on the finance system.
8. Acts as general resource person for finance inquiries and workflow management for the Controller.
9. Creates, revises, and runs ad-hoc reports using the current report writing system (i.e.: Web-Focus, etc.) in order to assist all WCSU departments/divisions.
10. Tracks and monitors personnel expenses.
11. 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 in accounting, finance, business administration or a related field required. Three (3) 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 \$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



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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 Fiscal Affairs. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than **Tuesday, June 11, 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