



Financial and Contract Specialist

Department: The Research Institute (TRI)
Recruitment #: S1929
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$46,000 - \$68,000
Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates at any of the Oregon Public Universities for employee, spouse or dependent. <http://www.wou.edu/hr/benefits/>

Department / Center / Job Summary:

The Research Institute (TRI) houses four Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at Western Oregon University (WOU) and has research partnerships throughout Oregon and the nation. <http://triwou.org/>

This position participates as a member of a collaborative team working on the Spark/Child Care Resource and Referral (CCR&R) project within TRI's Center on Early Learning and Youth Development (CELYD). CELYD works to improve the quality of care and education available to all children and their families in order to promote optimal development and full inclusion in their family, community, and society. <http://triwou.org/centers/overview/celyd>

This position is grant funded and appointments are renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding.

The Center on Early Learning is dedicated to recruiting and hiring from a diverse pool of candidates. Candidates from diverse racial and ethnic backgrounds are encouraged to apply.

The purpose of this position is to prepare financial statements and assist the Project Director in monitoring financial activity and preparing budgets. This position assists in the development and implementation of stipend approval and payment processes, in addition to processing invoices, reimbursements, and salary/FTE adjustments. This position also develops and processes sub-award contracts and personal services contracts in collaboration with specified campus offices. This position cultivates equitable practices across all aspects of position duties and participates and engages in efforts to further develop and implement CELYD's equity work plan and goals.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Minimum Qualifications:

- Bachelor's degree and/or specialized education, training/certification in accounting, financial management, business administration, or related
- Minimum three (3) years of experience in accounting and/or financial management which included budget development and monitoring and preparing fiscal reports
- Demonstrated proficiency in using computer software (e.g. Microsoft Office Suite)

- Strong interpersonal skills with a demonstrated passion for customer service and the ability to communicate and work harmoniously as a team player with those from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Strong analytical, organizational, and oral/written communication skills

Preferred Qualifications:

- Grants financial management and compliance experience, including expertise in budget development, financial statements, contract and sub-awards, compliance and policies
- Certificate and/or specialized training in grants financial management or project management
- Experience working with Banner FIS/SIS
- Language proficiency in Spanish, Russian, Vietnamese, or Chinese

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required application materials (PDF preferred):

1. WOU Employment Application available at www.wou.edu/prostaffapp
2. Letter of application that addresses each qualification of the position. In addition, include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1929, Financial & Contract Specialist, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.