NOTICE OF VACANCY
Finance/Budget Manager, Washington State University-Wenatchee, WA
College of Agricultural, Human, and Natural Resource Sciences
Position #040734

DESCRIPTION OF POSITION:
Full time, 12-month, permanent administrative/professional position. Manage the fiscal, personnel, and program support aspects of an off-campus research facility. Supervise administrative office support staff.

MINIMUM QUALIFICATIONS:
1. A Bachelor’s degree in business administration, accounting or related field and three years experience administering budgets; any combination of education and relevant experience may be substituted for the educational requirement on a year-for-year basis.
2. Demonstrated experience using microcomputer (PC) or mainframe accounting information systems and/or applications software, e.g. Microsoft Word, Excel, etc. and ability to learn new programs.
3. Demonstrated effective leadership skills and self-motivated managerial experience with a pro-active problem solving approach.

PREFERRED QUALIFICATIONS:
1. Demonstrated experience supervising staff, a willingness to listen to co-workers’ ideas and to incorporate those that make the function of the Center more productive.
2. Demonstrated ability to foster and maintain harmonious working relationships with diverse personnel (faculty, staff, vendors, external business contacts, etc.).
3. Demonstrated experience working as a team player.
4. Demonstrated ability to communicate effectively orally and in writing in the English language.
5. Personal knowledge of state and federal laws/regulations pertaining to fiscal management.
6. Demonstrated ability to manage state, federal and private grants.
7. Ability to prioritize and multi-task in a stressful environment while meeting required deadlines.
8. Demonstrated ability to generate and incorporate new ideas to improve efficiency of operations over time.
9. History of progressive increase in responsibility over time within one organization.

APPLICATION PROCESS:
Screening of application materials will begin on November 1, 2004. Send letter addressing qualifications, detailed resume, copy of transcripts, and three current letters of reference direct from the source to:

Richard Bishop
Washington State University
Tree Fruit Research and Extension Center
1100 N. Western Ave.
Wenatchee, WA 98801
Telephone: (509) 663-8181 ext. 240
Fax: (509) 662-8714
dbishop@wsu.edu
JOB DUTIES AND RESPONSIBILITIES:

**Fiscal**
- Prepare and assist in the development of budgets for research, extension, physical plant, self-sustaining programs and the for the USDA facility. For FY 00 these amount to more than three million dollars.
- Monitor all projects throughout the year and prepare monthly and quarterly budget reports for the scientists and director.
- Review and approve all purchasing and cost obligation documents for proper budget coding and compliance with established policies.
- Assist scientists in preparing budgets for grant proposals before being forwarded to the Agricultural Research Center.
- Administer and approve requisitions, vouchers and expenditures related to the business of the Tree Fruit Research and Extension Center (TFREC).
- Develop cost projections as needed or required.

**Policy Management and Planning**
- Develop new policies and procedures for new programs or projects at the TFREC.
- Interpret and implement WSU policies and procedures.

**Personnel Administration**
- Audit and approve for accuracy all pay affecting documents, personnel forms and staff and faculty leave and time reports.
- Administer and accurately maintain the TFREC portion of the on-line payroll system and the payroll revolving fund.
- Maintain and preserve administrative and business records related to the TFREC.
- Provide supervision of the office staff.
- Provide assistance to faculty and staff in matters of insurance, payroll and personnel rules.

**Other**
- Serve as custodian of the imprest funds.
- Provide support for budgetary matters related to the USDA facility.
- Maintain the TFREC property inventory system.
- Assist the director in other management areas as needed.

*Washington State University is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, women, Vietnam-era or disabled veterans, persons of disability and/or persons age 40 and over are encouraged to apply.*

*WSU employs only US citizens and lawfully authorized non-US citizens. All new employees must show employment eligibility verification as required by the US Citizenship and Immigration Services.*

*Reasonable accommodations provided upon request with adequate prior notification.*