

Fiscal Specialist 2

Posting Details

Position Details

Employee Type	CS-Civil Service
University Title	Fiscal Specialist 2
Working Title	Fiscal Specialist 2
College/Area	College of Agricultural Human & Natural Resource Sciences
Department	Entomology
Position Number	121069
Hiring Unit	Entomology & Food Science
Work Location	Pullman
This position is in a Bargaining Unit	No

Summary of Duties

Under the direction of the Administrative Manager, the Fiscal Specialist 2 position is responsible for providing personnel and budgetary support. Under general direction, the position performs a variety of varied fiscal and personnel support functions such as reviewing, tracking, and developing budgets for grants, contracts, state funds, and program funds; establishing and maintaining comprehensive fiscal record keeping systems; analyzing, establishing, and maintaining cost center and self-sustaining accounts; maintaining professional fee records; and coordinating diverse unit-wide fiscal and unit support functions such as and fiscal planning, space coordination, expenditure audits, record system organization, unit project collaboration under deadlines, and provide support of other office staff. Advise staff/faculty on allowable expenditures and applicable policies and procedures. Ensure adherence to sponsor, Federal and WSU policies and procedures. Maintain a good working rapport with customers, co-workers, faculty, staff, students and all university offices.

Additional Information

Appointment Status	Permanent
Job Appointment (FTE%)	1.0
Position Term in Months	12
Monthly Salary	\$2,855.00

Position Qualifications

Required Qualifications

Two years of experience at a level equivalent to Fiscal Specialist 1 AND 15 quarter hours OR 10 semester hours of college level accounting; OR equivalent education/experience.

Additional Requirements**Preferred Qualifications**

BA degree in accounting or financial management.

Will this position require a background check?

This position has been designated by the department to require a background check

Posting Detail Information**Open Date**

02/13/2015

Close Date

02/22/2015

Open Until Filled

No

Special Instructions to Applicants**EEO Statement**

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and NSF ADVANCE Institutional Transformation programs (<http://www.advance.wsu.edu/>).

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

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Other
-

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * The classification requirements of this position are two (2) years of experience at a level equivalent to Fiscal Specialist 1 AND 15 quarter hours OR 10 semester hours of college level accounting; OR equivalent

education/experience. Do you meet these classification requirements?

- o No
- o Yes

2. * How did you hear about this employment opportunity?

- o WSU Website
- o Professional Journal/Association
- o Personal Contact/Referral
- o Chronicle of Higher Education
- o Higher Education Recruitment Consortium (HERC)
- o State of Washington WorkSource
- o INSIGHT Into Diversity
- o Twitter
- o LinkedIn
- o Facebook
- o Newspaper
- o Other