Financial Operations Coordinator  
Graduate School  
Administrative Professional Job Description

The Graduate School (GS) Financial Operations Coordinator provides financial management and guidance in budgetary operations and implements financial policies and procedures and internal controls to ensure full compliance. This person reports directly to the Dean of the Graduate School. This position is a full- time, 12 month regular appointment position.

Key responsibilities

• Analyze annual budgets for all fund types incorporating historical data, current activities and anticipated activities to forecast budgets for fiscal year. Develop plan based on forecast to meet objectives of department and allocate budget accordingly.

• Provide effective communications, both verbal and written that are professional, support collegiality, and are representative of GS leadership. Foster an environment that is open and supportive of administrative staff in departments, programs, units, and colleges.

• Facilitate process improvements including but not limited to account management and reconciliation, document workflow, and GS commitments.

• Provide leadership in all areas related to budgets and student funding support which includes management and oversight of federal grant budgets and fellowships under the administration of the GS, monitoring, tracking and dispensing monies for graduate assistant tuition, fellowships, and awards.

• Develop, modify and implement policies to achieve compliance with University requirements, State requirements, Generally Accepted Accounting Principles and the Government Accounting Standards Board. Serve as a key point of contact for the Graduate School to facilitate understanding and/or assist Department and College accounting staff with complex or difficult issues.

• Coordinate graduate assistant tuition and tuition premium payments with the Deans, Associate Deans, and Business officers in the colleges. Also coordinate awards; such as the Fulbright with the Provost’s Office and International Programs.

• Coordinate award programs, including Guest Scholars, Martin Luther King, and other awards.

• Create management accounting reports, human resources reports, and special reports, as needed or requested.
• Process contracts and personnel transactions for university employees within the unit. Monitor and approve distribution of funds for salaried employees on a monthly basis. Organize, approve, and regulate all activities associated with work study and student hourly employees.

• In conjunction with the Dean, develop and manage budget plans, including reconciliation and retention of fund source reports.

• Responsible for coordinating and processing electronic and manual entries for example:
  o Track purchasing transactions with appropriate documentation
  o P-Card purchase receipts, reallocation, reports and record retention.

• Interacts with the GS Associate Dean and Office Manager, Financial Coordinators from other departments, College Business Officers, SAU program directors, Principal Investigators as relevant, Sponsored Programs, International Programs, Office of Budgets, Department of Business and Financial Services, Provost’s Office, internal and external auditors and others on such matters as financial reporting, budgets, tuition, awards.
  o Assist with special projects, both recurring and ad hoc.
  o Work with Dean and Associate Dean on strategic initiatives.
  o Other duties as assigned.

Minimum qualifications:

• Bachelor’s degree
• College level accounting or financial coursework
• 2 years of financial and administrative experience in an administrative or academic unit
• Must be a CSU employee
• Strong computer skills and database management
• Experience and working knowledge of CSU’s accounting and information systems such as Kuali and Oracle

Desired qualifications

• Bachelor’s or master’s degree in accounting, finance or related field
• Experience using E-thority or other data extraction and analysis tools to develop complex data queries to retrieve information

Salary

Salary is negotiable and commensurate with qualifications and experience.
**Application Procedure:** For full consideration please submit application by January 8, 2013. Applications accepted until position is filled. Electronically submit application via email to Debbie.Sheaffer@colostate.edu. Submission must include:

1. A letter of application outlining how the applicant’s professional background and experiences match the required and preferred qualifications for the position.
2. Resume
3. Names, telephone numbers, email and mailing addresses of 3 references who can speak to the applicant’s financial and administrative employment experiences. References will not be contacted without prior notification of candidates.

If you have any questions, you may contact Debbie Sheaffer Debbie.Sheaffer@colostate.edu (970) 491-6818. Additional information about the Graduate School is available online at [http://graduateschool.colostate.edu/](http://graduateschool.colostate.edu/).

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.