

**Administrative & Fiscal Operations Director  
University of Idaho**

Direct Link: <https://www.AcademicKeys.com/r?job=142082>

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Posted May 20, 2020, set to expire Aug. 30, 2020

<b>Job Title</b>	Administrative & Fiscal Operations Director
<b>Department</b>	
<b>Institution</b>	University of Idaho Moscow, Idaho
<b>Date Posted</b>	May 20, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Financial Planning/Budget Management
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1917527">https://apptrkr.com/1917527</a>

**Apply By Email**

**Job Description**

University of Idaho

Administrative & Fiscal Operations Director

Location: Moscow

Division/College: College of Engineering

Employee Category: Exempt

Pay Range: \$85,263 or higher depending on experience and education

Full/Part Time: Full Time

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### Position Summary:

The College of Engineering Administrative & Fiscal Operations Director reports to the dean of College of Engineering and is an active member of the dean's executive committee. This position ensures compliance with university, state and federal policies and procedures and has the responsibility of overseeing and maintaining the fiscal and human resource/employee integrity for all Banner department/programs within the college.

The Administrative & Fiscal Operations Director manages the colleges Gen Ed salary appropriations and all other salary commitments, makes budget projections and develops and provides periodic reports for the dean and other college administrators as required and/or requested.

The Administrative & Fiscal Operations Director provides leadership, support, direction, supervision, and training for admin/financial support staff in the college and is the overall guiding authority for all state, local, gift, grant, central, and student fee funds.

As part of a shared services model within Academic Affairs, the Administrative & Fiscal Operations Director coordinates closely with the Executive Director of Academic Budget and Planning and other key central university administrative departments and serves as the college's representative in areas of finance, budgeting and personnel to ensure unique college needs are understood and addressed.

### Minimum Qualifications:

Bachelors degree in business, accounting, or related field or 10 or more years experience in accounting, finance or related field.

Five years of management-level and/or supervisory experience in the areas of budget, fiscal or administrative services support, including experience with electronic systems, human resources and/or business administration.

Experience organizing and analyzing financial data in spreadsheet software to prepare summaries and financial reports.

Experience independently managing multiple time-sensitive projects simultaneously that require a high degree of accuracy.

Experience using computer software and applications for word processing, email, internet searches, and data organization.

Experience editing and writing business correspondence using proper grammar and punctuation as demonstrated in application materials.

### Preferred Qualifications:

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Graduate degree in business, accounting, or related field.

Experience working in higher education.

Proficient using Banner, VandalWeb, and Argos.

Experience working with state or federal governmental funds.

Experience utilizing database systems, spreadsheets and accounting systems to analyze, compile and produce a variety of reports.

Physical Requirements & Working Conditions:

Posting Number: SP002485P

Posting Date: 05/18/2020

Closing Date:

Open Until Filled: Yes

Special Instructions:

Application Procedure: To apply, complete the online application and provide the following:

- (1) resume
- (2) letter of qualification addressing all of the required qualifications and any applicable preferred qualifications

Applications received by June 3, 2020 will receive first consideration.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1917527\]](https://apptrkr.com/1917527)jobs.uidaho.edu

EEO Statement



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

University of Idaho

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