
Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Environmental & Facilities Services
Fiscal Assistant

Western Connecticut State University is pleased to announce that applications are being accepted for a Fiscal Assistant.

The Environmental & Facilities Services (EFS) department is responsible for maintaining a clean, functional and safe educational environment. Reporting to the Director of Facilities Operations, the Fiscal Assistant prepares, processes and files purchasing and financial documentation; conducts budget analysis, audit reporting of department assets and inventory; Prepares and tracks all department service agreements; Assists in the support of service vendor activities; Provides financial information by phone, email, and web portals. Provides updates and edits necessary website pages; Coordinates activities with other campus departments for optimum utilization of resources; Provides support for various EFS project initiatives.

Qualifications: Bachelor's degree in Accounting, Finance, business Administration or related field is required. Two (2) years of experience in budget management and accounting is required. Must possess experience in capital, operating and budget planning, organizing, audit reporting, financial reporting and documentation. Must possess the knowledge and ability to utilize Microsoft Office Suite, with proficiency in Microsoft Excel or similar spreadsheet and database management applications. Must possess: excellent organizational skills, the ability to establish office systems and procedures; strong oral and written communication skills; the ability to manage multiple tasks, analyze problems and recommend effective solutions; as well as the ability to work in a team environment.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$45,745 – \$79,118 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – EFS Fiscal Assistant – EFS. Application materials should be submitted to hrpositions@wcsu.edu and must be received by **Friday, September 20, 2019**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. <http://wcsu.edu/diversity/affirmative-action-data-questionnaire/>. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer