

Position Description - Unclassified

Position Status:

Position Title		Position Number
Finance and Operations Manager		E99911
Appointment (9mos./12mos./Other)	Contract Period (from / to)	Department / Division
12 months		Facilities Services
Position Type		FLSA
Full-time		Exempt
Reports to		Reports to Position Number
Assistant VP of Safety and Operations		E99225
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Finance and Operations Manager is responsible for budget analysis and accounting for Facilities Services. This position provides budgetary information and reporting to administrators and carries out fiscal objectives. Has responsibility for fiscal monitoring and accounting transactions for facilities projects. Utilizes state regulations, university policy and resources, and proper accounting procedures in relation to fiscal and budget issues and ensuring proper management of the Facilities Services budget. This position is the manager of the Business Operations for Facilities Services. This position supervises the staff in Mail and Copy Center and Office Management at Facilities Services and provides oversight for those areas.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
20	<u>Budget Planning:</u> Supports Assistant VP for budget planning and monitoring. Provides fiscal information and reporting such as current and historical budget data, funding in projections, and expenditure forecasts to the Facilities Services for short- and long-range budget planning. Responsible for providing information to the office of Budget & Planning for the yearly budget cycle, and assisting Accounting & Business Services with end-of-year closeout transactions. Computes and prepares statistical reports of usage and cost projections. Prepares invoices and processes department cash receipts. Is cognizant of areas of confidentiality in accounting and personnel matters. Works closely with the Accounting & Business Services to ensure compliance with applicable regulations and accepted accounting practices, and ensure timely processing of all accounting related matters. Meets regularly with Assistant VP for all account reviews
40	<u>Budget Monitoring:</u> Prepares regular fiscal reporting, monthly general ledger, budget, and expenditure statement and encumbrance activity reports. Analyzes all Facilities Services accounts categorically, adjusting as required for current budget control. Computes and prepares budget changes, journal vouchers, and payroll transfers, including campus-wide department and auxiliary charges for requested projects, maintenance, stores reimbursement, gasoline, etc. Works closely with the Assistant VP and supervisors for expenditure control. Evaluates services credit records for periodic adjustment. Participates in all phases of future budget preparations for Facilities Services accounts, including small projects and capital repair accounts. Prepares periodic transfers of account charges and cost summaries. Monitors daily labor reports for project and maintenance related data. Coordinates with stores personnel to assure proper accounting of purchase and stores issues for both projects and operating accounts. Completes a monthly stores report of expenditures. Maintains software program that tracks all costs including inventory, materials, and departmental labor
30	<u>Supervision:</u> Supervises the work of the Facilities Services Office Management, Mail and Copy Center, Contracts, and Property including assigning and distributing work, reviewing completed work, preparing work schedules, interviewing and hiring, training, evaluating staff performance, initiating disciplinary actions, and resolving problems related to work performed.
5	<u>Energy:</u> Coordinates records for campus-wide energy usage and costs. Computes auxiliary energy usage and charges. Compiles various monthly and quarterly reports for departments on campus. Prepares usage projection reports, monitors energy rates, and works with the Assistant VP, Budget Director, and Vice President for Finance and Administration to estimate future energy consumption and costs.
5	<u>Other Duties as Assigned</u>

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's degree and at least one year of accounting and supervisory experience which must include at least three (3) of the following:
 - Preparing transactions to be recorded in records of original entry
 - Preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries
 - Summarizing data from a ledger to a trial balance
 - Closing accounts at the end of an accounting period

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's Degree
- CPA license
- Ellucian Banner FIS experience

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Understand and follow established state guidelines and regulations, accepted accounting procedures, and institution policies.
- Thorough understanding of Banner FIS.
- Knowledge in supervision of employees, scheduling, managing conflict, progressive discipline principles, how to run meetings.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
x	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
x	Delegated authority to monitor budget	\$10M
x	Limited approval authority for purchase	\$10M
x	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
x	Hire	x	Assign Work
	Transfer	x	Recommend salary adjustments
x	Discipline	x	Approve requests (i.e. leave)
	Dismiss	x	Respond to complaints/grievances
	Layoff	x	Conduct performance assessments
	Promote	x	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff	6	6
Unclassified staff		
Student Employees (average per term)	12	
Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
Allocate funds for budget monitoring. Exercise expertise in accurate cost projections and facilities control of account categories; prioritizes accounting workload. Updates changes for cost information to meet deadlines. Plans and supervises 6 FTE’s workload. Final approval for modifying department/university policies will be reviewed by the Assistant VP and VPFA.

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none">• Daily computer use• Prolonged sitting/standing at desk

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Rebecca Chiles	
Reviewer (VP / Director)	Reviewer Signature / Date
Tatyana Karaman	
Appointing Authority	Appointing Authority Signature / Date
Heather Mercer	

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		