

Finance Manager

Recruitment #:	S2310
Review Date:	Immediate review Open until filled
Department:	Facilities Services
Salary Rate:	\$57,879 - \$68,093

Position Summary:

The Finance 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 supervises the staff in Mailroom and Copy Center and provides oversight for those areas.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- At least one year of prior supervisory experience; AND
- Bachelor's degree with 18 quarter (12 semester) hours of accounting courses; OR
- Bachelor's degree and at least one year of accounting 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

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified
2. Cover Letter that addresses your qualifications for the position
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.