Job Description

**Position title**: Finance and Administration Program Coordinator  
**Reports to**: Assistant Vice President Finance and Administration  
**Department**: Finance and Administration  
**Position Number**: A2C004  
**FTE**: 1.0  
**Date**: March 30, 2016

**Position Summary**: This position is responsible for general administrative duties in the Finance and Administration department. The Office of Finance and Administration houses responsibilities that involve the entire campus. Excellent organizational and communication skills are required, as is the ability to handle sensitive and confidential information in a professional manner. This role includes coordinating the schedule and logistics for Cabinet meetings, preparing Cabinet agendas and minutes, and coordinating the grant intent to apply process. This position will assist in developing and coordinating a university-wide training process for new and existing classified and professional administrative staff, working closely with the Director for Faculty Development and the Office of Human Resources. This position is also responsible for the property and liability risk management, management of the office budget, management of assigned institutional budgets (such as moving stipends and search budgets for administrative position). Other duties include ABM and campus communications from Finance and Administration, coordination of fiscal notes, and various other duties that can be complex in nature.

**Specific Job Duties (Essential Functions and Responsibilities)**
- Oversee and reconcile the Finance and Administration budgets, keep budget managers up to date, prepare any budget transfers and other forms
- Data input into Banner system (budget transfers and journal entries)
- Payroll and accounts payable check printing
- Manage the supply closet and office supply orders for Finance and Administration
- Prepare any necessary paperwork for Vice President and Assistant Vice President of Finance and Administration with regard to purchases, travels, official functions, PCRs, letters, memos, ABMs to campus, etc.
- Provide general administrative support to the Finance and Administration department, by gathering and distributing mail, scheduling calendars, routing paperwork and various other tasks
- Organize and track all fiscal notes, ensuring deadlines are met
- File property and liability claims, follow up to ensure all information is submitted and payments received
- Gather and report information on vehicle inventory, property values, and other information for property and liability insurance
- Assist with the creation and editing of Finance and Administration policies
- Develop procedures and Standard Operating Procedures (SOP) and manuals for the Finance and Administration department
- Coordinate search process for all Finance and Administration department administrative positions, including all letters, documentation, and other communication
- Oversee and coordinate budgets and transfers for administrative searches and moving stipends
- Coordinate the collection and reporting of various financial data, such as bond disclosures, Legislative Council and JBC RFIs, HLC annual financial disclosures, CDHE reports, etc.
- Coordinate all cabinet meeting scheduling and logistics
- Prepare cabinet agendas and minutes, post to google drive, along with all information, action, and other agenda items
- Coordinate the “Intent to Apply” for grant process, including routing to Cabinet for approval and back through grant offices
- Assist in the development of orientation sessions to introduce new employees to the university’s policies and procedures
- Collaborate with campus groups (such as CIELO), Director for Faculty Development/Faculty Development Fellow, Human Resources, department managers and directors to anticipate needs and recommend trainings to address the needs
- Coordinate logistics and campus marketing of trainings, working with the Director of Faculty Development and Human Resources, when applicable
- Maintain confidentiality
- Other duties as assigned

Qualifications:

- Bachelor’s Degree in Business, Communication, or a relevant field
- Two years experience in office management, training coordination, or a related field
- Excellent written and verbal communication skills
- Excellent organizational skills and the ability handle multiple assignments and tasks simultaneously
- Ability to work independently
- Self-motivation
- Problem solving skills
- Professionalism
- Proficient with Microsoft Office and Google Applications

Further Information:

Located in the beautiful San Luis Valley between the Sangre de Cristo and San Juan mountain ranges, in Alamosa, CO, Adams State University is a state-supported Hispanic Serving Institution (HSI). The vast San Luis Valley is designated the Sangre de Cristo National Heritage Area (http://sdcnha.org/js). We are, at 7,500 feet, in the largest alpine valley in the United States. Alamosa is located approximately 3.5 hours from Denver, 1.5 hours from Taos, NM and 2.5 hours from Santa Fe, NM. Alamosa has a population of 9,500 with recently built elementary schools, a moderate cost of living, and affordable housing.

The university is dedicated to fostering Inclusive Excellence. Given the university’s mission and student body composition, the institution is committed to increasing the diversity of its professional staff and is
actively seeking qualified applicants who have experiences, skills, and/or personal attributes that augment the perspectives of our current faculty and staff.

Applications:

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from all institutions of higher education attended

Send applications to:
Heather Heersink, Search Chair
Adams State University
Richardson Hall Room 3-303
208 Edgemont Ave.
Alamosa, CO 81101
E-mail: heather_heersink@adams.edu
Telephone: 719-587-7759
Facsimile: 719-587-7527

Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal records and sex offender registry background. Credit and driving record background may apply to certain positions.

The selected candidate is subject to a post-employment background check conducted by the Colorado Department of Corrections.

Review of completed applications will begin April 19th and continue until the position is filled.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.