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**Position Number:** D94789

**Job Title:** Fiscal Analyst

**Department:** Office of Information Technology

**Full Time Equivalency:** 1.0, benefits-eligible

**Job Type:** Administrative

**Posted Date:** 2/1/12

**Background & Position Summary:**

Nationally recognized as a leader in community engagement and a thriving public institution, Portland State University (PSU) is the largest and most diverse university in Oregon. PSU serves as a center of opportunity for more than 29,000 undergraduate and graduate students. Located in Portland, Oregon, one of the nation's most livable cities, the University's innovative approach to education combines academic rigor in the classroom with field-based experiences through internships and classroom projects with community partners. The University's 49-acre downtown campus exhibits a commitment to sustainability with green buildings, while many of the 213 bachelor's, master's, and doctoral degrees incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty whose work and students span the globe. Five themes guide PSU's work: provide civic leadership through partnerships, improve student success, achieve global excellence, enhance educational opportunity, and expand resources and improve effectiveness.

For the ninth consecutive year, PSU ranked among the nation's best colleges by *U.S. News & World Report* in its *America's Best Colleges* 2011 edition. *The Princeton Review's* "The Best 376 Colleges: 2012 Edition" will include PSU as one of the nation's best institutions for undergraduate education. PSU was ranked 26th out of 167 universities in the fourth survey of "Coolest Schools" by *Sierra*, the award-winning magazine of the Sierra Club. The Council for Higher Education (CHEA) honored PSU with the prestigious 2010 CHEA Award for Outstanding Institutional Practice in Student Learning Outcomes. PSU's MBA program was named first in the Northwest and 25th in the world on a list of the top 100 business schools in the 2009-2010 edition of the Aspen Institute Center for Business Education's *Beyond Grey Pinstripes* survey. If PSU sounds like a place you'd like to work and Portland a metropolitan area in which you'd like to live, then we have an opportunity for you.

The Fiscal Analyst in the Office of Information Technology performs supervisory and/or professional level duties. Duties may include: analyzing, monitoring, reconciling and reporting information; overseeing capital development projects; administering grants and contracts reporting processes; and monitoring and coordinating budgets. The individual will be responsible for performing complex, professional level work and leadership in the financial aspects of planning, budget development, and supporting college initiatives, projects, programs, and serving as a financial advisor to OIT leadership.

**Primary Responsibilities Include:**

- Providing support to an administrator including: preparing, organizing, and analyzing a variety of technical financial reports, special studies, researching activities, and related correspondence in support of OIT and university-wide goals and objectives
- Identifying and forecasting the environment in which issues and special projects are to be accomplished by keeping informed of, interpreting and applying pertinent rules, regulations, policies and procedures
- Monitoring, analyzing and reconciling internal and external information; investigating and resolving discrepancies
- Direct and/or assist administrators in the development and forecasting of operational and programmatic budgets using trend analysis, incremental, zero based and other budgeting tools
- Monitor a variety of existing budgets, to include the preparation of cost estimates and the comprehensive coordination of budget adjustments
- Developing informational materials, presentations and correspondence
- Supervise employees to include: prioritizing and assigning work, conducting performance evaluations; ensuring staff are trained and making hiring, termination and disciplinary recommendations
- Coordination and overseeing highly confidential matters pertaining to the department and university
- Participating in various committees, task forces and meetings
- Liaison with other university departments for financial and budget issues and processes
- Monitor departmental financial internal controls for p-card, travel, fixed assets
- Supervise support staff

**Education & Experience Requirements:**

- Bachelor's degree in accounting, economics, finance, business administration, or a closely related field
- Advanced proficiency in Microsoft Excel and other business software applications
- 3 years of practical/applied experience in the field; or an equivalent combination of education and experience sufficient to successfully perform the primary responsibilities of the job
- Demonstrated experience in applying State and/or Federal regulations in an accounting environment
- Higher education experience preferred
- Experience with Banner Financial Management software preferred
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certificate preferred

**Compensation:**

This is a 1.0 FTE (40 hrs/week) unclassified position. The annual starting salary rate is **\$55,000 - \$63,000** (depending on qualifications & experience) with an excellent benefits package, including 95% premium paid medical and dental coverage, generous retirement and vacation packages, and tuition reduction for employee or one dependent at all Oregon University System institutions. The total compensation (salary and benefits) may be viewed via the PSU Total Compensation Calculator:

**<http://www.pdx.edu/hr/psu-total-compensation-calculator>**

**To Apply:**

Please submit the following documents via email to **brennak@pdx.edu** (preferably in PDF format); applications will be accepted until **February 29th**. Incomplete applications that do not have both of the following documents will NOT be accepted.

1. Cover letter highlighting your relevant experience
2. Current resume

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates who support diversity.*