

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Finance Administrative Assistant
Location:	Big Rapids (Main Campus)
Department:	56000 - Finance Office Admin
Advertised Salary:	\$40,000-\$44,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Provide responsible, independent, and complex administrative services and administrative assistance to the AVP of Finance, provide assistant to the Accounting Department and assist other departments in the Finance Unit.
Position Type:	Staff
Required Education:	High School diploma plus 10 years of recent increasingly complex accounting experience in an accounting department.
Required Work Experience:	The 10 years of recent experience in an accounting department should include contact with the public where confidentiality, diplomacy, accuracy and tact are required. A working knowledge of computers, Microsoft Office suite programs, printers, tablets, facsimile, copier and calculators. Banner experience and higher education experience is a plus.

Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Balancing • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Bachelor's degree
Essential Duties/Responsibilities:	<p>Provide responsible, independent, and complex administrative assistance to the Associate Vice President of Finance.</p> <p>Conduct, compile and analyze a wide range of financial information, including monthly & annual reports.</p> <p>Provide financial information and prepare reports for the University's internal and external auditors.</p> <p>Effectively communicate with various departments to assist in understanding their financial transactions and needs.</p> <p>Trouble shoot transactions and perform complex computer operations within the Banner system for various end users.</p> <p>Obtain and provide information requiring a knowledge of the policies and procedures of the Administration and Finance area of the University.</p> <p>Perform all duties in compliance with applicable University policies and procedures, as well as state and federal requirements.</p> <p>Demonstrated ability to handle many assignments at the same time, work within tight deadlines, while maintaining strong organizational skills and follow through.</p> <p>Provide various departments with monthly Income Statements and Balance Sheets.</p> <p>Prepare various statistical reports and financial analyses.</p>

	<p>Work with University departments to forecast budget availability, tracking trends, and budget variances.</p> <p>Work closely with all areas in the Finance Departments, the Vice President of Administration & Finance, and the Budget Office.</p> <p>This position will be the backup for the Finance and Position Control Analyst. Duties would be to administer and maintain the Position Control module in Banner.</p> <p>Analyze position numbers, budgets, and funding sources to assure balance between Banner Finance and HR modules and take corrective action.</p> <p>Process transactions from the Banner HR module into the Banner Finance module.</p> <p>Occasionally attend special meetings identified as necessary by the Associate Vice President.</p> <p>Work closely with the Budget Office to ensure a consistent and balanced General Fund budget.</p> <p>This position is directly responsible to the Associate Vice President for Finance and is responsible for maintaining a high-level of confidentiality of designated information.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Accurately and efficiently establish and maintain complex accounting records.</p> <p>Communicate effectively, both orally and in written form.</p> <p>Make independent decisions reflecting sound judgment.</p> <p>Successfully communicate and interact with a variety of faculty, staff, and a diverse University population.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter
Optional Documents:	<ul style="list-style-type: none"> • Unofficial Transcript 1
Special Instructions to Applicants:	
Initial Application Review Date:	December 2, 2022

Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>