**Description of Work Unit**

The Infectious Disease Research Center provides a safe, secure, state of art facility for university investigators, government scientists and industry representatives to collaboratively research the basic biology, biochemistry, molecular biology and epidemiology of bacteria and viruses that cause human and animal diseases. The Center provides the highest quality research environment for developing new scientific discoveries, vaccines, methods of diagnosis, and therapeutic agents for infectious agents. Colorado State University is among the world’s leaders in researching West Nile Virus, drug-resistant Tuberculosis, Yellow Fever, Dengue, Hantavirus, Plague, Tularemia and other diseases.

**Position Summary**

To provide outstanding service to research and small business customers through laboratory maintenance, maintenance of relevant specialized services and providing access to new opportunities in order to support and enhance their ability to meet their research goals.

The Associate Director/Administration provides financial stewardship over department resources and complies with all CSU financial rules and procedures. This position will provide professional, comprehensive guidance in developing and executing fiscal strategies, utilizing sound cost based accounting principles, enforcing policies and procedures in support of the overall strategic missions of Colorado State University and the Infectious Disease Research Center. Specifically, this involves financial analysis; budget management; cost accounting and fiscal management; compilation of rates for services provided; database mining and validation for financial and operational data; and oversight of purchasing, accounts payable and financial document approvals. This requires application of revenue
recognition principles, strong internal controls, University, State and Federal fiscal rules, donor and sponsor intentions and other rules and regulations as applicable. Serving as the lead of the administrative team of the IDRC, the position will coordinate and leverage interactions with the Office of Sponsored Programs, Business and Financial Services, colleges affiliated with the IDRC, and other university offices as necessary to ensure adherence to appropriate policies and to manage financial procedures that facilitate efficient and effective operation of the IDRC.

• Bachelor’s degree in Accounting, Business, Financial Management or a related field.
• A current employee of Colorado State University.
• A minimum of four years increasingly responsible experience in a financial management role is required as well as supervisory experience.
• Experience in Cost Accounting Standards and Generally Accepted Accounting Principles.
• Demonstrated expertise in business plan development and service center cost recovery mechanisms.
• Excellent communication skills, demonstrated performance in the concepts of teamwork collegiality, reliability and experience interacting with diverse groups of people.
• Strong computer skills in database management (includes troubleshooting).
• Experience and working knowledge of accounting and information systems and the ability to resolve complex problems through the use of the Microsoft Office suite of tools.
• Demonstrated experience managing multiple tasks and deadlines and exercising independent judgment with minimal supervision.
• Experience with internal university resources such as contracts office procurement departments and central accounting office.
• Experience with CSU internal systems: Kuali Financial System including TEM, Kuali Research System, EACR on-line system, and HR/Oracle.
• 10-years’ or more experience in higher education financial management with preference given to financial management experience related to university, medical or laboratory setting.
• Working knowledge of CSU financial rules and procedures and procurement guidelines.
• Documented experience in proposal development and agreements.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.

Essential Duties

Job Duty Category Business Management Duties

• Planning and implementation of business and financial structures to support the Institute

• Close collaboration with the OVPR in financial oversight of the IDRC.

Duty/Responsibility • Track financial metrics of success

• Develop and maintain a financial reporting and forecasting system
• Provide oversight of service fee invoicing, deposits, and collection activities to ensure compliance and fiscal responsibility, update business plans as needed for 21/22 accounts
• Provide oversight and direction for purchasing, accounts payable and financial documents in the Kuali financial system and make necessary approvals or denials after consideration of policies and regulations that may apply.
• Generate and review financial reports for accuracy on a monthly and quarterly basis.
• Gather data, develop report formats, validate correctness, and provide financial forecasts to assist the Directors in their decision making.
• Analyze financial data to track trends including tracking all projects conducted at the IDRC, Foothills Campus.
• Initiate and manage the capital equipment requests process in conjunction with the Director of Operations.
• Manage labor distributions and redistributions in Oracle for IDRC staff, direct Engineering Business office on distributions for non IDRC staff.

Percentage Of Time 35

Job Duty Category Administrative Supervision & Management

- Assist the IDRC leadership to develop program policies and overall goals including maintaining project management tools with timelines and workflow.

• Work with all members of the staff, contributing to a team environment; supervising students and staff where warranted; and performing other work as assigned by the Directors.
• Ensure data, materials, and agendas for meetings and/or presentations are prepared in an accurate, timely, and professional manner. Assist the Directors to prepare for meetings including stakeholder boards and governing board meetings.
• Act as the Office Manager for the IDRC ensuring the office runs smoothly and efficiently; supervising student employees in the office.
• Understand and implement CSU policies and procedures, i.e., ensure all business procedures are followed with regard to travel, telephone and computer usage; expenditures, etc.
• Maintain and oversee office operations, and interact with peers in an effective, supportive manner. Use discretion and maintain confidentiality of information, as appropriate, in all matters.
• Research and synthesize supporting data in preparation for meetings, work projects, reports and budgets.
• Respond to the Directors immediate needs for information and analysis on a broad variety of topics.
• Interact with a wide variety of constituents, both internal and external to CSU, such as the Board of Governors; Office of the Chancellor; CSU Administration (President, Provost, Vice Presidents, Deans); Department heads, faculty, campus personnel; project agencies; federal and state officials; national and international delegates; faculty; staff and students.
• Keep the Directors current on issues, needs, etc., bringing attention to issues in a timely manner, serve as the chief of staff.

Percentage Of Time 35

Job Duty Category Supervisory Capacity

- Supervise an Accounting Technician III who will be responsible for account reconciliation, financial reporting, PCARD allocation, and Front Desk backup duties.

Duty/Responsibility Provide direction and training as needed to ensure fiscal compliance and customer service excellence.

- Supervise Assistant to IDRC Directors who will who will be responsible for complex
schedule management, travel arrangements and reimbursement (often involving international destinations), event planning, and daily office functions.

- Supervise front desk staff responsible for visitor interface and registration and support for IT and facility needs for RIC incubator tenants.

**Percentage Of Time** 30

**Application Details**

**Special Instructions to Applicants**

This is an internal search. References will not be contacted without prior notification of candidates.

**Conditions of Employment**

Debra Horensky, Debra.Horensky@colostate.edu

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

**Applicant Documents**

**Required Documents**

1. Resume
2. Cover Letter
3. List of Professional References