

OVIATT LIBRARY

Financial and Procurement Supervisor

Job ID: 6055**Job code:** 1038**CSUN's Commitment to You**

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

About the University

Serving approximately 40,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students, economic and social wellbeing. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre parklike setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

Major Duties

Under general supervision, the Financial and Procurement Supervisor provides daily administrative and technical support, and supervises staff responsible for procurement and other logistical services for the Library. The incumbent collects and prepares financial information needed to build and oversee the Library's annual budget, including revenue and expenditure data; analyzes data and prepares projections in all budget areas including salaries, operating expenditures, and equipment allocations; monitors all fiscal records for General and State Trust funds, Campus Quality Fee awards, Lottery, Foundation, and University Corporation accounts; reconciles and reviews expenditures on a monthly basis, and prepares financial reports; trains and

supervises department staff in the areas of campus purchasing and accounting procedures, and other logistical services on an as-needed basis; prepares and monitors salary projections, reconciles payroll reports, and works with campus Payroll Office and SOLAR HR support to resolve discrepancies as needed; conducts research as needed when the Library begins new projects and new events, to ensure that optimal financial and procurement support is in place; assists with preparation of staff and faculty personnel documentation as needed, including Action Request Forms for staff and Personnel Action Requests for faculty; works on special projects; and performs other duties as assigned.

Qualifications

Equivalent to graduation from an accredited four-year college or university in a job-related field. Additional experience in job-related field may be substituted for required education, on a year for year basis. Equivalent to two years of fulltime, technical, analytical, or administrative experience.

Knowledge, Skills & Abilities

Working knowledge of the Generally Accepted Accounting Principles (GAAP). Working knowledge of SOLAR financial, purchasing, and chargeback modules; and with the CSU Common Financial System production modules preferred. Knowledge of Microsoft Excel and Word; SOLAR Financial, Purchasing and Production modules; CFS Production module; SOLAR Human Resources modules. Ability and specialized skills to: interpret, and apply a wide variety of policies and procedures; perform basic research and statistical analysis; analyze data and make accurate projections using business mathematics and basic statistics; recognize and to work independently on resolving financial discrepancies and problems; compile, write and present reports related to program or administrative specialty; communicate effectively both orally and in writing.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$3288 - \$5695 per month.

The anticipated hiring range: \$3288 - \$4300, dependent upon qualifications and experience.

Hours: Full Time 40hrs/wk; 8:00am - 5:00pm, Monday through Friday.

General Information

This position is a sensitive position as designated by the CSU. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Candidates should apply by completing the CSUN online application utilizing http://bit.ly/HR_CSUN link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet. Applications received prior to March 15, 2017 will be considered in the initial screening and will continue until position is filled. In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University. For more detailed information on the application and hiring process, please visit the link below:
<http://www.csun.edu/careers/>

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.