

Assistant Director of Grants

Salary to \$48,500 DOE

SUMMARY: The Assistant Director of Grants is responsible for monitoring the grants of the University to ensure that grant funds are expended in accordance with the grant requirements and that grant expenditures do not exceed grant budgets.

Functions typically include:

- Tracking of grants, budgeted funds, validating transaction amounts against the available budget to ensure that expenditures go against authorized budgets and that commitments and expenditures do not exceed total budgets.
- Defining a position budget, transferring a position budget to the general ledger, working with position activity information and reviewing position budget information.
- Processing, recording, updating and reconciling budgetary information to provide documentation and processing information.
- Analyzing financial information to identify variances.
- Researching discrepancies of financial information or documentation and reporting findings to supervisor.
- Developing reports to extract data from the Banner system to ensure accuracy of data input and maintenance.
- Informing administrators of spending levels and budget activity
- Inputting budgeted positions into the Banner System and ensuring that any changes are updated in the budget system.
- Maintaining excel spreadsheets to include budget and position projection activities.
- Other duties as assigned.

This position requires knowledge of the principles and practices of accounting and human resources, as well as the knowledge of state and federal expenditure and personnel laws, policies, and procedures. In addition, knowledge of position control and budgets is required, as is experience in spreadsheets and word processing documents.

The formal educational equivalent of a bachelor's degree in accounting, business management, human resources, public administration, or a related field; plus two years of budget or accounting experience is required. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS.

The University: Henderson is located in Arkadelphia, Arkansas a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Henderson State University is a member of the Arkansas State University System.

Applicants should electronically submit a cover letter, resume, contact information for three professional references and unofficial transcripts to:

Rita Fleming, Vice-Chancellor of Finance and Administration
Henderson State University
flemir@hsu.edu

Applications will not be accepted by phone. No phone calls please. Review of applications will begin immediately and continue until position is filled. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. A financial records check, drug screening or driver's record check may be required, depending on the position. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request. Henderson State University is an Equal Opportunity /Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.