

Winthrop University

NOTICE OF JOB VACANCY

May 4, 2018

Position	Budget Manager (Temporary, Part-time, Grant-funded Position)		
Department	Chemistry, Geology and Physics		
Band/Level	N/A	Vacancy No.:	201865T
Starting Salary	Depends on Qualifications		
Minimum Training and Experience			
<p>Bachelor degree required, preferably in Business or Chemistry. Relevant work experience highly desired, preferably in a fast-paced corporate setting. Experience with hiring actions, on-boarding, payroll budgeting, and personnel administration required. Experience generating accurate expenditure reports and proficiency with Excel software preferred. The equivalent combination of education, training and experience may be considered.</p>			
Knowledge, Skills and Abilities			
<p>Ability to plan ahead and consistently provide well-organized, accurate and timely budget information to department and external grant managers; maintain effective working relationships with faculty, staff, students and vendors; use Excel to create, track and reconcile complex budgets; work independently and effectively with all department team members in achieving objectives; and generate accurate reports. Strong personal ethic for mentoring students, working in a team environment, and sparking enthusiasm for chemistry. Exceptional interpersonal skills. Ability to work 20 hours per week.</p>			
Major Duties			
<p>Reporting to the Department Operations Manager, the Budget Manager oversees and implements all budget operations related to INBRE and EPSCoR grant administration, extramural funding and grant administration, external operations, and incentive-based internal funds. Establishes, manages, tracks, and implements all budget and procurement activities in support of Winthrop's NIH INBRE extramural grant program, NSF EPSCoR RII Track 1 extramural grant program, and all other departmental external grant programs and submitted proposal initiatives. Establishes budget spreadsheets for each funding year; records all expenditures; organizes by individual budget lines; and routinely reconciles these budgets in Banner software. Prepares student wage agreements and faculty personnel action forms; manages and reconciles all procurement card requisitions and accounts; and provide continuous budget updates to all leadership and to faculty and staff. Conducts equipment procurement activities; completes, reviews and submits travel authorization and reimbursement requests; completes all budget and reporting forms for reports and proposals; and monitors all time sheets for compliance with established deadlines. Works directly with Winthrop's SPAR office and external funding agencies at the federal and state levels to submit reports, resolve issues and comply with extramural requirements. Provides budget support and administration for all other external operations that include, but are not limited to, agreements with outside corporations, incentive-based campus programs, and foundation-related administration.</p>			

To apply: email in pdf format a letter of application; resume; statement of relevant experience; and the names, phone numbers and email addresses of three professional references to chemistry@winthrop.edu by

May 24, 2108