

**Position Vacancy Announcement****BUDGET OFFICER 1****CHEMISTRY DEPARTMENT  
COLLEGE OF ARTS & SCIENCES****Pay Grade:** 10/\$17.11 **Job Opening Number:** J-61528**Posted:** October 26, 2009 **Posting Deadline:** 1:00 p.m., Friday,  
November 6, 2009**Work Schedule:** Full-time, twelve-month position. Days/hours: 8:00a.m. to 5:00 p.m., Monday thru Friday. Full benefit package available.**Position Summary**

This position works under the supervision of the Wright Center Research Primary Investigators in the Chemistry Department, including day-to-day activities and budget administrator duties of all applicable grants awarded to these Investigators. Continuance of position is contingent on grant funding.

**Essential Duties, Tasks and Responsibilities**

- Purchasing duties of vendor relations, product quoting, and ordering supplies and equipment.
- Budget tracking, reconciliation of expenditures, monitor budget transfers, and oversee the project compliance required by the granting agency.
- Help develop, monitor and maintain spreadsheets and reports to document revenue and expenses of each project.
- Maintain accounting systems, solve accounting problems and monitor/analyze specific budgets, alerting Primary Investigators to problems and solutions. Maintain fiscal records, posting to ledgers and journals, processing vouchers, invoices and carrying out other accounting functions.
- Compile and track all personnel issues related to the research groups assigned.
- Work closely with Sponsored Programs And Research (SPAR) for budget development of grant proposals and assist in the proposal process to meet specific deadlines.
- Analyze records, reports and statements to determine financial condition of projects, make analysis-based budget and cost projections, assist in budget preparation and control.
- Perform and/or participate in internal auditing of financial records to assure accuracy.
- Compile and produce a variety of financial reports, check for mathematical accuracy, appropriate signatures, correct identification numbers and pertinent dates, check and/or assign appropriate project/account codes.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

## **Major Worker Characteristics**

Knowledge of business administration and/or public administration (i.e. budgeting, accounting, finance). Knowledge of agency or state and/or federal statutes, rule, regulations and procedures governing fiscal activities of state agencies\*. Skill in operating calculator; ability to define problems, collect data analyze facts and draw valid conclusions. Define problems, collect data, establish facts and draw valid conclusions, use statistical analysis, proofread technical materials, recognize errors and make corrections, handle sensitive inquiries and contacts with public and government officials.

\* Developed after employment

## **Minimum Class Requirements**

Six courses in public administration or business administration or accounting covering budgeting methods and procedures (e.g., finance, cost accounting, public budgeting and spending decisions, financial accounting and reporting, and business math) or six months experience; one course in statistical analysis (or one month experience); or equivalent.

## **Preferred Qualification:**

Associates Degree.

## **Selection Criteria**

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

## **To Apply**

A BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. Internal applicants must sign an Employee Request to Transfer form and attach an updated resume or data sheet prior to the deadline day and time. An employment application can be obtained at the Office of Human Resources or from the following web site: <http://www.bgsu.edu/downloads/execvp/file11149.pdf>

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*