



Office of the Dean
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JOB POSTING

The College of Polymer Science and Polymer Engineering (CPSPE) at the University of Akron invites application for the following:

Director of Finance - Job# 10228

Key financial position within the College of Polymer Science and Polymer Engineering (CPSPE). The office is responsible for managing financial operations of CPSPE, including faculty research expenditure, while supporting the strategic plan under the direction of the Dean of the College and in concert with policies and procedures of the University and sponsors. It creates, maintains, and oversees the financial processes and records. It assists in developing budget for general revenue funds and sponsored programs, and oversees the expenditures for all types of funding (institutional, sales, grants and gifts). It creates, maintains, and oversees the purchasing and travel processes. It creates, maintains, and oversees the College's sales and testing invoicing. It ensures compliance with federal, state, local and institutional regulations, policies and procedures. It creates and oversees monthly and annual financial reports. It will meet with faculty to assure budgetary compliance, develop financial forecasts and supervises the daily work activities of the unit. Direct supervision as a first-line supervisor over 3 or more exempt and/or non-exempt staff.

This position requires a relevant Bachelor's Degree and a minimum of six years' experience in budget and grants management, preferably in higher education. Strong budget and grants management knowledge required. Advanced computer skills, including spreadsheets, word processing, and database skills required. Prior supervisory experience and abilities required.

Prior experience in: grants management, grant submission, invoicing, PeopleSoft, ecr and Research Administrator Certification is highly preferred.

For information and to apply: visit <http://www.uakron.edu/jobs>. Referring to the Job #10228.

When submitting the online application (link listed above) please be prepared to attach a resume and a cover letter that expresses the candidate's interest in the position.

Review of materials received will begin on August 13, 2017, and continue until the position is filled.