Director of Finance – Job# 8571

This is a key financial position within the College of Polymer Science and Polymer Engineering (CPSPE). It 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. Will provide direct supervision as a first-line supervisor over 3 or more exempt and/or non-exempt staff.

This position requires a relevant Master'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, ecrt and Research Administrator Certification is highly preferred.

The internationally recognized College of Polymer Science and Polymer Engineering consists of two departments (in five buildings), 40 research active faculty members, two associate deans responsible for assisting the Dean with the academic and research activities, 30 staff members and contract professionals, 320 graduate students, and about 40 research scientists.

The University of Akron (www.uakron.edu), positioned to be the premier public research university of northern Ohio, is one of the largest universities in the state with an enrollment of approximately 28,000 students in over 200 undergraduate and graduate majors. Over the past ten (10) years, the University has engaged in extensive capital investment to develop and upgrade world-class facilities for academics and student life.

For complete information and to apply visit: http://www.uakron.edu/jobs. Referring to the Job# above.

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 January 5, 2015 and continue until the position is filled.