Position Details

### Classification Information

<table>
<thead>
<tr>
<th>University Title</th>
<th>Program Manager I - 1018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade</td>
<td>37</td>
</tr>
<tr>
<td>Salary</td>
<td>Commensurate with qualifications</td>
</tr>
<tr>
<td>Base of Employment</td>
<td>P - P&amp;S</td>
</tr>
<tr>
<td>Job Category</td>
<td>Professional and Scientific</td>
</tr>
<tr>
<td>Pay Frequency</td>
<td>Monthly</td>
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</tbody>
</table>

### Posting Details

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>80660P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
<td>Finance Manager</td>
</tr>
<tr>
<td>Advertised Employing Department</td>
<td>Division of Finance</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>Professional &amp; Scientific - Continuous</td>
</tr>
<tr>
<td>Proposed Start Date</td>
<td>As soon a possible</td>
</tr>
<tr>
<td>Proposed End Date or Length of Term</td>
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</tr>
<tr>
<td>Number of Months Employed Per Year</td>
<td>12</td>
</tr>
<tr>
<td>Full or Part Time</td>
<td>Full-Time</td>
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</table>
Summary of Duties and Responsibilities

Iowa State University is seeking candidates for a Finance Manager to provide oversight and continuous improvement of Finance service delivery for multiple Finance Services Teams (FSTs). This position will collaborate closely with FSTs, units served and central finance departments to ensure an optimal level of service and compliance.

The primary duties include supervising multiple Finance Services Teams (FSTs) to ensure:
- Provision of exceptional customer service to units
- Financial needs of units are appropriately addressed
- Teams are trained to be proactive in identifying needs of units
- FST workloads are efficiently managed and balanced across multiple FSTs
- Consistent direction, guidance, and answers to FSTs questions regarding financial information
- Accounting and reporting compliance and financial oversight
- Understanding of complicated accounting for units

Responsibilities include communicating broad themes and needs identified by Finance Services Teams (FSTs) to central Finance departments and unit leadership and assisting in development of strategies, policies, communications, trainings and programs to improve Finance services delivery. This position will oversee the daily operations of staff within the FSTs providing the interface with central finance university departments on complicated accounting matters. Also responsible for managing continuous improvement for Finance services delivery and serving as a liaison for Workday changes. Will monitor performance metrics and conduct Workday data auditing, working to deploy strategies for improvements. The position will provide input to influence policy development in central offices, i.e. controller, procurement, central research administration.

These positions will be hired as either a Program Manager I or II. In addition to aforementioned duties, the Program manager II would demonstrate a higher level of finance related experience and would be expected to operate in the position with a higher degree of autonomy.

The successful candidate will have experience in accrual accounting and financial management with demonstrated knowledge of large, complex organizations. Must have the ability to lead small and large teams in a changing environment and communicate effectively at all levels in a dynamic and diverse customer service environment.

About Iowa State University and the Ames Community

Iowa State University is classified as a Carnegie Foundation Doctoral/Research University-Extensive, a member of the Association of American Universities (AAU), and ranked by U.S. News and World Report as one of the top public universities in the nation. More than 34,000 students are enrolled and are served by over 6,200 faculty and staff.

Iowa State University is a global and culturally diverse university committed to providing an inclusive, equitable, and diverse environment for both learning and employment. We know that diversity in experience and perspective is vital to advancing innovation, critical thinking, solving complex problems, and building an inclusive academic community. At Iowa State, we translate these values into action by seeking individuals who have experience working with diverse students, colleagues, and constituents. The university has an expectation that all employees will demonstrate a contribution to diversity and inclusion as embodied in Iowa State University's Principles of Community.

Ames, Iowa is a progressive community of 60,000, located approximately 30 minutes north of Des Moines, and recently voted one of the best college towns in the nation.

Iowa State University is an equal opportunity employer committed to excellence through diversity and strongly encourages applications from all qualified applicants, including women, underrepresented populations, and veterans. ISU is responsive to the needs of dual career couples, is dedicated to work-life balance through an array of policies, and is an NSF ADVANCE institution.

All employees are expected to exhibit and convey good citizenship within the program, the department, college, university activities, collegial interactions, and maintain the highest standards of integrity and ethical behavior.

Required Education and Experience

Bachelor's degree and 5 years of related experience; OR a Master's degree and 3 years of related experience; OR a Ph.D. or other professional degree and related experience.
**Supplemental Required Education and Experience**
The qualifications listed above are for the Program Manager I classification. Program Manager II: Bachelor's degree and 8 years of related experience; OR a Master's degree and 6 years of related experience; OR a Ph.D. or other professional degree and 3 years of related experience.

**Preferred Education and Experience**
- Bachelor's degree in business, accounting, finance or related field.
- Experience with accrual accounting and financial management, particularly in higher education.
- Experience communicating complex information to dynamic and diverse audiences.
- Experience leading small and large teams while also working as a productive team member.
- Experience that demonstrates the ability to collaborate at multiple levels to assist in problem resolution.

**Location (if other than Ames)**

**Additional Information**
This is an internal search. Only current Iowa State University employees are eligible to apply.

**Department Contact Name**
Ellen Rasmussen

**Department Contact Phone**
515-294-0098

**Department Contact Email**
ellenr@iastate.edu

**Department/Unit Website**

**Application Instructions**
To apply for this position, please click on "Apply for this Job" and complete the Employment Application. Please be prepared to enter or attach the following:

1) Resume/Curriculum Vitae  
2) Letter of Application/Cover Letter  
3) Contact Information for Three References

If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.

**Special Instructions Summary**

**Guaranteed Consideration Date**
12/16/2018

**Pre-Employment Screening**
All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check and/or a consumer credit check.

**Quick Link**
http://www.iastatejobs.com/postings/37608

**EO Statement**
Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, 515 294-7612, email eooffice@iastate.edu.

**Supplemental Questions**
Required fields are indicated with an asterisk (*).

1. * This position is posted for current Iowa State University (ISU) employees only. Are you a current ISU employee?  
   - Yes  
   - No