

Job Description

Title: Manager of Administration and Reports

Job ID: 603834

Location: Ecological Restoration Institute

Special Information

- Position is a Service Professional (SPF) position.
- Position is subject to continued funding.
- Incumbent is not eligible for layoff and/or recall status.
- Must have or be able to obtain AZ Driver's License
- Anticipated start date for position is July 2018.

Job Description

The Manager of Administration and Reports for the Ecological Restoration Institute (ERI) is responsible for all ERI administration including all pre-/post-contract activities, preparing and managing budgets for state, federal and sponsored projects and ensuring seamless support by the ERI administration team. This position represents the ERI within the University financial and operational community and our external constituents to ensure compliance with NAU comptroller, state, federal and other policies. This position is an "anchor" position for the ERI and works closely with the Executive Director and the management team. Primary responsibilities include:

- Prepare and manage the departmental budget (~ +/- \$2.25M) and monitor financial programs, working with executive team to redistribute resources when appropriate.
- Review permanent and temporary staffing plans to assure appropriateness and accuracy for current and future fiscal years. Support Executive Director with 18-month budget/personnel/program projections.
- Ensure compliance with sponsor "deliverables" and work with ERI management and staff to prepare proposals/work plans and provide progress/final reports required by funding agencies.
- Work with ERI executive team to plan organizational resources including personnel.
- Manage organizational administration team (A-team) ensuring seamless support to ERI.
- Act as internal HR administration for the ERI and liaison with the University on HR issues as appropriate.
- Serve as administrative contact with sponsors including Federal and State agencies on contractual and other matters in coordination with ERI management team.
- Review plans for capital expenditures and purchases and incorporate organizational needs into appropriate budget(s).
- Ensure organizational compliance with state and federal laws/requirements (e.g. Sponsored Projects, contracts, purchasing, travel, FERPA, SWALE, etc.).
- Attend executive/management meetings and support the ERI as needed or assigned.
- Work with NAU Contracting and Purchasing Services or NAU Office of Sponsored Projects to process and manage ERI contracts and sub awards.

Minimum Qualifications

- Bachelor's degree in Liberal Arts, Business Administration, Accounting or related field plus 5 years of related experience; OR
- 7 years of related experience; OR
- Any equivalent combination of experience, training and/or education

Preferred Qualifications

- Bachelor's degree in Liberal Arts, Business Administration, Accounting or related field plus 5 years of related experience; OR
- 7 years of related experience; OR
- Any equivalent combination of experience, training and/or education

Knowledge Skills and Abilities

- Demonstrated advanced experience with the Microsoft Office suite including Word, Excel and Access
- Demonstrated organizational and management skills.

- Ability to work independently and take initiative.
- Excellent written and oral communication skills.
- Attention to detail.
- Demonstrated strong interpersonal skills
- Demonstrated familiarity with the Ecological Restoration Institute
- Demonstrated ability to work with a variety of people (internal and external colleagues and constituents).
- Awareness of, and commitment to, NAU's EAO/Affirmative Action Plan and Safe Working and Learning Environment Goals.
- Knowledge of, experience with, and commitment to working in a culturally diverse environment with people from a variety of diverse backgrounds.

Background Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You may also be required to complete a fingerprint background check.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

Finally, each year the Northern Arizona University Police Department releases an annual security report. The report is a result of the federal law known as the Clery Act and contains policy statements that address the school's policies, procedures and programs concerning safety and security including policies for responding to emergency situations and sexual offenses. The report contains three years of data for Clery reportable crime statistics for the campus along with the most current year's Fire Safety Report, which includes policy statements and fire statistics for Flagstaff on-campus student housing.

The report may be viewed at nau.edu/clery or by visiting the NAUPD website at: <http://www.nau.edu/police>. A printed copy of the report is available upon request by contacting the NAU Police Department, Records Department at (928)523-8884 or by visiting the department at Building 98A on the NAU Mountain Campus.

Salary

Commensurate with experience.

**The starting salary will be determined by the qualifications of the selected applicant balanced with departmental budget availability, internal salary equity considerations, and available market information.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Service Professional (SPF) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System or the Optional Retirement Program; 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available at <https://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/>

NAU is a tobacco and smoke-free campus.

Service Professionals are hired on a contract basis, renewable each 6 months according to terms of the Conditions of Professional Service, which may be found at: <http://hr.nau.edu/sites/default/files/files/Conditions%20of%20Service%20Professional%20Dec%202012%20Rev.pdf/>.

Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are eligible for benefits on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. If a new employee chooses the ASRS retirement option, participation in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, will begin on the first of the pay period following 6 months after the new employee's start date. New employees who choose to participate in the Optional Retirement Plan (ORP), which is an alternative to the ASRS plan for faculty and other

appointed staff, will begin to participate on the first day of employment. Additionally, the long-term disability plan that accompanies the ORP will begin on the first day of employment. More information is available at: <https://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/>

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. New employee onboarding training includes courses to be completed within the first 30 days (<http://nau.edu/Human-Resources/Employee-Resources/Training/Required/>). If your position includes the supervision of a benefit-eligible employee, we offer the NAU Supervisors Academy for you to complete within your first 2 years. In addition to the development classes offered in-person, every NAU employee receives a free subscription to Lynda.com. From this site you can access more than 1,400 training videos on a broad range of subjects, including business skills, photography, music and video, home computing, and web design and development.

How to Apply

This position is posted on the NAU Human Resources staff job openings board, accessible through the following link: <https://nau.edu/Human-Resources/Careers/Staff-Welcome-Page/>

Application Deadline

July 9, 2018 at 11:59 pm.