

## ***VACANCY ANNOUNCEMENT***

### ***UNIVERSITY OF NORTHERN COLORADO***

**Position Title:** Fiscal Technician/Administrative Coordinator      **Position Number:** E99574

**Position Description:**

This 0.50 FTE exempt position provides fiscal management (80%) and clerical support (20%) to the Technical Assistance and Continuing Education (TACE) Center, which is a federally funded, five year cooperative agreement with the U.S. Department of Education/Rehabilitation Services Administration.

**Qualifications and Experience:**

This position requires a minimum of two years fiscal experience; demonstrated knowledge/competency in computer technology/software skills including Microsoft Office, particularly Access and Excel; and excellent communication, decision making and problem solving skills. In addition, preference will be given to applicants with formal training in fiscal/accounting concepts, knowledge/demonstrated competency with Banner software, two years general office experience.

**Salary and Benefits:**

Range: \$17,382 - \$19,143 annually for 0.50 FTE

12 month salary is commensurate with qualifications and experience. Benefits available include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC employees who are employed as 0.5 FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.

**Requested Start Date:** ASAP

**Application Materials, Contact, and Application Deadline:**

Screening of applications will begin immediately and will continue until the position is filled.

Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Administrative Positions: then choose "Fiscal Technical/Administrative Coordinator."

Application documents to be submitted online are a letter of application/cover letter, resume, and the names and phone numbers of three references who have agreed to be contacted via phone.

**Additional Requirements:**

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made.

**Location and Environment:**

The University of Northern Colorado is a Doctoral/Research University enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

**Additional Information:**

This position is contingent on funding from the U.S. Department of Education/Rehabilitation Services Administration, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.