Position Announcement

Positions: Business Financial Specialist, (Two Positions Available)

Full Time, 12-month position, term position

Location: Ag Deans Office & Dir AES, Manhattan, KS

Position Description: Both positions will each be responsible for all financial management, post-award accounting, procurement, travel planning, and contracting support for one of two Feed the Future Innovation Lab grants from U.S. Agency for International Development (USAID) [http://www.feedthefuture.gov/](http://www.feedthefuture.gov/). Kansas State University is the management entity (ME) for four USAID Feed the Future Innovation Labs valued at $100 million, and focus on 1) wheat genomics; 2) sorghum and millet crop improvement; 3) sustainable intensification; and 4) reduction of post harvest loss. The Management Entities of the Labs are tasked with developing and monitoring a strong portfolio of global research projects. This position will be responsible for maintaining the financial framework and business practices to support the administration and mission of the grants. This position will interface with the pre-award and post-award units within K-State's Division of Financial Services on a regular basis as sub contracts are awarded to other institutions.

One position is also responsible for providing advice and guidance on delivery of global program activities including procurement, contracting, grant management, budget & finance, HR (recruitment, contracting, admin and logistics) between multiple central units and College of Agriculture (CoA) departments regarding global administrative issues.

The other position is responsible for managing the payments of federal benefits due K-State's federal employees, performing all Accountable Property Officer functions for the Federal Excess Personal Property (FEPP) program for the Manhattan and Parsons area, and assisting with the management of the federal formula funds.

The candidate must be detail-oriented, inquisitive and proactive in performing job duties, including in-depth research into new and unusual circumstances. They will have a strong commitment to working in a team atmosphere, in fostering and expanding diversity, and in supporting a client-oriented environment.

Qualifications: Required: B.S. in Accounting, Finance, or related field. Minimum of three years of accounting experience. Strong commitment to excellence in performing all job duties. Authorized to work in the United States.

Preferred: Experience with post-award accounting in a higher-education setting. Experience with hiring foreign-nationals, international payment transactions, and/or international grants preferred


Screening of applicants will begin March 14, 2016 and continue until a suitable candidate is found. Applications will be accepted until the position is filled.

For further information, please contact Ms. Geneva Jahnke at Geneva@ksu.edu or 785/532-7139.

Salary range is commensurate with training and experience.
**Date Available:** immediately

**Equal Employment Opportunity:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Follow the link below to find out more. "EEO is the Law"

[Poster](#).

Kansas State University actively seeks candidates whose commitments and contributions will advance the University's commitment to The Principles of Community which can be found at [https://www.k-state.edu/about/community.html](https://www.k-state.edu/about/community.html)

**Background Screening Statement:** In connection with your application for employment, Kansas State University may procure a Background Screen on you as part of the process of considering your candidacy as an employee. Kansas State University complies with the requirements of the Fair Credit Reporting Act.