Oklahoma State University

Stillwater, OK

University Accounting

Position: Coordinator Debt Management

**Job summary:** This position will facilitate the work of the Administration and Finance Division of Oklahoma State University by assisting with the coordination and management of the capital financing activities of the University; including debt and financing analysis and reporting, debt issuance and management, managing the tax-exempt debt post issuance compliance program, and providing and coordinating services as needed to support the University's mission. Respond to OSU administration and staff and coordinate with financing professionals external to the University regarding requests for information concerning the institution on a wide variety of topics.

**Requirements:** Bachelor’s degree in Accounting, Management, Finance, or related field and three years of progressive, responsible, professional, financial experience. General knowledge of principles and practices as relates to public finance; financing instruments; and credit enhancement. Ability to research and understand relevant federal regulations and policies regarding tax-exempt bonds and other debt instruments. Ability to research and understand laws and regulations impacting governmental treasury activities, particularly those related to the issuance, financial management, and compliance with tax-exempt debt instruments. Strong leadership abilities. Outstanding quantitative and qualitative analytical skills; strong knowledge of finance and accounting.

Review of applications will begin August 14, 2013, and will continue until position is filled. For full consideration please apply online at <http://jobs.okstate.edu> .

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-Verify employer committed to diversity. OSU-Stillwater is a tobacco-free campus.