



Office of Scholarships and Financial Aid

Assistant Director, Fiscal Operations

Job Summary:

- Responsible for funds management and fiscal integrity of Scholarship and Financial Aid programs.
- Employee must have broad understanding of federal regulations and accounting principles.
- Preparation and submission of federal, state, institutional, and outside agency reports, in compliance with regulations and in support of increased funding opportunities.
- Monitor the disbursement of Student Assistance.
- Administration of the Fiscal Operations unit within Financial Aid to include specific management of programs and personnel.
- Serve on management team to assist in decision-making process for entire office.

Qualifications:

- Bachelor's Degree in Accounting or related field.
- 3 years related work experience.
- Ability to work well with the public and office staff.
- Attention to detail and analytical thinking skills.

- Prefer Master's in Accounting, Higher Education or related field.
- 5 years accounting experience in a public education institution.
- Familiarity with various reporting mediums.

Application Procedure:

- Qualified applicants please apply online at <http://hr.okstate.edu/employment-opportunities>
- Contact Human Resources Staff for assistance at (405) 744-2909, email osu-hr@okstate.edu.
- Attach Resume, Cover Letter, and a List of Professional References.
- Position open until filled.

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.