



**HARRIS-STOWE STATE UNIVERSITY  
POSITION VACANCY NOTICE**

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**Debt Service, Grants and Auxiliary  
Operations Financial Officer**

Harris-Stowe State University is accepting applications for the position of Debt Service, Grants and Auxiliary Operations Financial Officer. The primary responsibility is the careful management of the financial operations of the University's local, state and federal grants, contracts and auxiliary operations. Such management includes: maintenance of accounting records related to grants, contracts and auxiliary operations; development and management of related budgets, monitoring compliance with debt covenants, development and distribution of monthly and annual financial reports as required by agreements; and the preparation of financial statements and other documents for use by the University's external auditors for the A-133 Audit. Candidates must have knowledge of federal and state grants and contracts policies and procedures, accounting practices, budgets and cost accounting.

The required qualifications for this position include: a bachelor's degree in Accounting or related field, C.P.A. preferred, and a minimum of five (5) years of progressively responsible professional accounting experience, with three (3) years at the supervisory level. In addition, the successful candidate must be able to demonstrate the ability to work and communicate effectively in a diverse environment; have experience in fund accounting, development management, analysis of financial information; and have the ability to use and coordinate computerized financial and data management systems.

A master's degree in Accounting, Business, Finance, Public Administration or related field is highly desirable. A minimum of two (2) years of business and financial management experience within a higher education setting is preferred. Public Accounting experience is a plus.

The salary range for this position is dependent upon credentials and experience. Applications will continue to be accepted until July 11, 2015.

Interested persons who meet the required qualifications set forth above are invited to send a letter of application, an HSSU employment application, resume, official transcript and three professional references to:

Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Ave.  
St. Louis, MO 63103

**Applications will be accepted and reviewed until the successful candidate is chosen.**

An application for employment form may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu)

*Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**