Assistant Director of Administrative Services

The University Libraries is seeking qualified applicants for the position of Assistant Director of Administrative Services. Reporting to the Director of Administrative Services, this position manages the library’s financial processes including purchasing, accounting, contract monitoring and compliance, budget development, tracking and adjustments, supervision of accounting and procurement staff, reporting, and guidance for library staff on all financial processes. It also assists the Director of Administrative Services with Human Resources and Facilities management as needed.

RESPONSIBILITIES:

Financial/Business Management: Perform, evaluate, and delegate financial processes and procedures related to purchasing and accounting and recommend changes, improvements and/or additions. Utilize project management principles as appropriate to plan, implement, monitor, gather data and report on projects. Act as signatory for Account Manager for invoices, purchase orders, and appropriate contract commitments. Review and monitor contracts for compliance and execution. Support and maintain grants policy and program for the library. Act as a liaison to other University departments. Consult with, and train staff within the Library. Maintain tracking and filing systems for financial records, both print and online to ensure appropriate audit trail and manage disposal in accordance with the records retention policy. Serve as primary resource person within the library for the document management system (DMS – Banner) systems. Prepare and present financial reports to Library and IT Division management. Plan and manage sales during Wittliff Collections events.

Supervision and Employee Development: Train, direct and manage the work of the Accounting Clerks and Procurement Specialists and evaluate performance effectively.

Purchasing: Ensure and enforce the University Libraries compliance with all University purchasing policies and procedures. Source goods and services through appropriate tools and measures, including Request for Proposals (RFP), Quotations (RFQ), etc. Answer questions from library staff related to purchasing processes and unusual situations. Analyze, request adjustments, and approve all Library Purchase Orders (requisitions), NPOs, and invoices. Develop, review, and administer Library vendor contracts. Supervise preparation of and prepare IDTs as appropriate. Approve all p-card reconciliations.

Budget: Assist the Director of Administrative Services in developing and implementing the annual Library budget. Monitor expenditures, provide status reports and execute budget transfers as needed or requested throughout the year.

Accounting: Perform yearly opening and closing procedures. Supervise and/or perform account reconciliations between the Library’s integrated library system (ILS) and other internal tracking systems and the University Accounting System (SAP). Monitor and recommend setup or close of Library cost centers and/or fund accounts. Monitor and analyze Library revenue.
**Human Resources and Facilities Management Support:** Assist the Director of Administrative Services with Human Resources and Facilities management and perform special projects assigned.

**Professional Development:** Participate in professional development activities.

**QUALIFICATIONS:**

**Required:** Knowledge of best practices related to procurement and financial processes; extensive knowledge of accounting principles and best business practices; knowledge of accounting and purchasing systems; ability to perform well under pressure in a fast-paced environment with continuous interruptions; project management skills; ability to organize and prioritize assigned tasks; ability to work effectively within a team environment; ability to communicate in a clear and concise manner; expertise with Microsoft Office Suite including advanced Excel knowledge and proficiency with Word; supervisory and training skills; strong customer services focus; attention to detail.

**SALARY AND BENEFITS:** Commensurate with experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

Texas State's 38,694 students choose from 98 bachelor’s, 92 master’s and 13 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

**Application information:**

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.