



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: GEAR UP Mississippi (GEAR UP MS) Program Finance Director

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **GEAR UP Mississippi (GEAR UP MS) Program Finance Director**. The **GEAR UP Mississippi (GEAR UP MS) Program Finance Director** reports directly to the **GEAR UP Mississippi State Director**. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

IHL offices are located in Jackson, Mississippi.

Job Summary: The primary responsibility of the GEAR UP Mississippi Financial Director is to assure the fiscal integrity of the GEAR UP program through fiscal and budget management and coordination with the Mississippi Institutions of Higher Learning, university partners, and state and federal partner agencies.

Essential Duties and Responsibilities:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities Include:

- Adheres to IHL Executive Office and department policies, procedures and regulations.
- Develop the GEAR UP MS budget for both the central IHL office and all partnering school districts and subgrantees.
- Promote effective fiscal-related communication, coordination, and monitoring with key partners.
- Interpret and manage federal and state grants and contracts and determine allowable charges and activities, including management and oversight of grantee match, both cash and in-kind.
- Develop tracking systems, monitoring processes, and reporting procedures for revenues and expenditures as required by state and federal law using the Banner accounting system and other federal and state procedures.
- Complete required federal and state related financial reports meeting all deadlines.
- Provide regular revenue, expenditure, cash and in-kind match reports for partner school districts and IHL central office.
- Conduct on-site and desktop monitoring and evaluations for GEAR UP Mississippi subgrantees and partnering school districts.
- Coordinate fiscal management training to GEAR UP MS program staff and key partners as needed.
- Act as the primary fiscal liaison between GEAR UP MS, IHL, and USDE.
- Monitor the GEAR UP MS/MGT data management system to verify appropriate uploads of GEAR UP MS paid activities prior to approval and processing of reimbursements.
- Work with the GEAR UP MS Administrative Assistant as it relates to fiscal responsibilities.
- Process the quarterly expenditure and cost reimbursement reports and submit in a timely manner so that partnering agencies are reimbursed promptly and accurately.



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- Responsible for fiscal management, including budget monitoring, invoicing, disbursements, cash management, and tracking of all expenditures.
- Perform any other financial related tasks related to the GEAR UP MS program as requested.

Qualifications:

Education/Experience/Training/Licensure:

- A Bachelor's Degree in Finance, Accounting, or Business is required. A Master's Degree is preferred.
- A minimum of eight years experience in bookkeeping and fiscal and budget management is required.
- Knowledge and experience with state and federal grant management particularly GEAR UP grants are highly desirable.

Working Conditions and Physical Requirements (Vision, Motor Coordination, Speaking/Hearing):

- Occasional travel both in state and out of state is required.
- Able to sit at a computer for extended periods of time.

Mental Requirements (Knowledge, Skills, and Abilities):

- The ability to work under pressure and to meet multiple deadlines.
- The ability to work with diverse persons, agencies, universities, and groups to build a shared vision and sense of esprit de corps with program staff and key partners.
- Experience with computer based applications including Microsoft Word, Excel, and email are required.
- Good communication, organizational, math, analytical and time management skills. Highly detailed oriented.

Application Procedure:

To apply for this position, submit an official **IHL Application for Employment** along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, addresses, e-mail addresses, and phone numbers of three (3) professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.

The above job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the IHL System.

AA/EOE/ADA