

WASHINGTON STATE
Academy of Sciences
Science in the Service of Washington State

Washington State Academy of Sciences
Program Finance Manager

The Program Finance Manager is responsible for managing the day-to-day financial and administrative operations of the Washington State Academy of Sciences including finance, accounting, insurance, contracts, legal, human resources, information technology and some administrative functions of the organization. The role is expected ensure the staff team has systems in place to achieve success.

About Us

WSAS is a not-for-profit organization of 330+ elected members who are nationally recognized for their scientific and technical expertise. WSAS provides expert scientific and engineering assessments to inform public policy making and works to increase the impact of research in WA State. WSAS accomplishes its mission by drawing on our state-wide pool of distinguished members, state government officials, and other key stakeholders and experts to address critical issues facing WA State. We organize and conduct multi-disciplinary roundtable discussions, workshops, and symposia to assess risks, identify technological opportunities, and define critical research gaps. For more information about WSAS, please visit:

www.washacad.org.

Primary Duties of the Position

The Program Finance Manager will manage current and future financial and operational aspects of projects on behalf of WSAS to meet contracted and operational objectives. Duties will include:

- Assisting Executive Director in contract execution including invoicing, budgeting, and project close-out
- Serve as staff liaison between WSU and agency contacts regarding finance matters and contracts
- Conduct financial operational maintenance to include executing tax documents, state agency documents, and financial reporting documents
- Coordinate all program financial and some operational activities for maintenance of office infrastructure (such as IT and devices), personnel records, and financial records
- Ensure the program or project meets required financial and operational deadlines
- Assist Executive Director in the development of program and project financial planning, tracking, policies, and procedure

Assignments may be broadly defined and require independent judgment to complete. This position reports to Executive Director.

Personal and Professional Development

The Program Finance Manager will have the opportunity to work with a professional development coach with experience as a National Academies Program Officer to learn the skills required to succeed and grow in this position. The Program Finance Manager will set annual goals and meet with the Executive Director to evaluate their progress. Trainings to develop skills required for managing financial and operational aspects of projects and working within the WSU system are provided.

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Requirements

Successful applications must:

- ◆ Be fluent in English; with strong written and oral communications skills as well as strong research and writing skills, especially in science and technical topics
- ◆ Be 18 years or older and legally able to work in the United States without visa sponsorship
- ◆ Bachelors' degree or higher in a related field or equivalent knowledge with at least three years of related professional experience
- ◆ Demonstrated interest or experience in science policy
- ◆ Experience managing multiple projects simultaneously; excellent time management skills
- ◆ Maintain a high degree of professionalism; be respectful, responsible, and honest

Recommended Experience/Skills

Preference will be given to candidates with the following experience/skills:

- ◆ Interest or experience in project or program management, especially in science and technology
- ◆ Understanding of institutional and political context of science policy in Washington State
- ◆ Evidence of critical and analytical thinking skills
- ◆ Experience in advanced academic settings; demonstrated comfort in these settings
- ◆ Advanced office technology competencies

Position Details

Hours: 50% time

Compensation: \$1,896.00 monthly

Equal Opportunity Employment

WSAS welcomes applicants from all backgrounds and does not discriminate based on race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran.