

## Financial and Accounting Analyst LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=125341>

Downloaded On: Aug. 18, 2019 3:23am

Posted Jul. 8, 2019, set to expire Nov. 7, 2019

<b>Job Title</b>	Financial and Accounting Analyst
<b>Department</b>	Vice President's Office
<b>Institution</b>	LSU AgCenter Baton Rouge, Louisiana
<b>Date Posted</b>	Jul. 8, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Finance Accounting and/or Taxes Business - General
<b>Apply Online Here</b>	<a href="https://lsu.wd1.myworkdayjobs.com/LSU">https://lsu.wd1.myworkdayjobs.com/LSU</a>

### Apply By Email

### Job Description

#### Financial and Accounting Analyst

About the LSU Agricultural Center: The LSU Agricultural Center (AgCenter) is a statewide organization with offices in every parish of Louisiana. The administrative headquarters are located in Baton Rouge. The AgCenter is one of 10 campuses within the LSU System. The LSU AgCenter includes the Louisiana Agricultural Experiment Station, which conducts agricultural-based research, and the Louisiana Cooperative Extension Service, which extends the knowledge derived from research to the people of the state. In addition to its administrative headquarters and offices, the AgCenter has 12 "on campus" academic departments and five regions. The five regions are made up of 17 branch research stations and an extension office in each parish. For more information, visit the AgCenter's web site at [www.lsuagcenter.com](http://www.lsuagcenter.com). In addition, the AgCenter is administratively aligned with the AgCenter is the LSU A&M campus's College of Agriculture (COA) which oversees the teaching function. Many

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AgCenter faculty hold joint appointments with the College of Agriculture and departments are jointly funded. Financial monitoring, budget development, and Foundation funds for the COA are coordinated by AgCenter finance personnel.

Responsibilities: This position may work in any or all of the areas below. The specific duties assigned will depend in part on the background of the individual selected.

Assists the in the development of the AgCenter's annual operating budget. Routinely monitors departmental/unit budgets and makes budget related adjustments throughout the fiscal year. Assists in development of the overall expenditure plan. Tracks progress, participates in determining necessary adjustments, and processes related transactions. Ensures proper entry of budget lines in the electronic budget systems. Helps prepare internal and external reports and required budget documents.

Assists in monitoring AgCenter funds, account balances, expenditures, and revenues. Assists in developing and generating management reports. Works with units to resolve problems related to account balances. Participates in developing plans for overall funding of positions and support. Tracks various types of funds and makes recommendations for allocating between the various funds. This includes state, federal, local, and various other sources.

Reviews and processes a variety of financial transactions. Learns and applies policies. Resolves policy issues. Recommends changes to policies and procedures. Ensures proper documentation of transactions and secures necessary approvals. Provides guidance to other employees on various financial transactions. Recommends financial controls and workflow that supports segregation of duties.

Serves as financial analyst for the 4-H Foundation. In conjunction with the Business Office, works closely with the 4-H Program Leader and 4-H Foundation Executive Director. Recommends procedures. Monitors account balances and prepares reports. Provides analysis and makes recommendations relative to revenue and expenditures. May be called upon to provide financial and managerial support for related 4-H activities.

Performs other duties as assigned.

Qualification Requirements: Baccalaureate degree in business, accounting, auditing or a related field. Minimum of three years of professional level experience in accounting, budgeting/planning, audit or other related field. Other degrees may be accepted if combined with at least four additional years of related experience. Experience in the public sector and/or a university setting is desirable. Must have excellent interpersonal, administrative, and organizational skills.

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**Salary and Benefits:** Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

**Note:** Applicants who are currently employed in a government position should contact the HRM Benefits Section prior to accepting an offer to receive assistance in determining possible impact on their current benefits.

**Conditions of Employment:** Some work on nights and weekends may be required along with occasional travel. In accordance with Louisiana Revised Statute 42:31 all unclassified employees are subject to the requirement that should at any time their salary meet or exceed \$100,000 per year, they must within thirty days of being hired or employed at such salary, provide proof to the AgCenter HRM Office that they have been issued a Louisiana driver's license and that all vehicles registered in their name are registered in Louisiana. If the employee does not meet these requirements, by law, the employee must be terminated.

**Application Deadline:** July 22, 2019 or until a suitable applicant is located.

**Application Procedure:** Apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter along with current resume, transcripts, and contact information for three references. Paper, faxed or emailed application materials will not be accepted, except that in lieu of attaching the recommendation letters online, they may be sent directly to:

Ann Coulon  
Associate Vice President of Administration  
LSU AgCenter  
101 J Norman Efferson Hall  
Baton Rouge, LA 70803  
Phone: 225-578-4161  
Email: [ACoulon@agcenter.lsu.edu](mailto:ACoulon@agcenter.lsu.edu)  
Website: [www.lsuagcenter.com](http://www.lsuagcenter.com)



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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