

**NSF ADVANCE Program**  
**ADVANCE Graduate Student Accountant Position**

The NSF ADVANCE Institutional Transformation Program announces the following Graduate Student position to record and reconcile grant expenditures and provide administrative support to the ADVANCE office. This position begins with a training period (3-4 hours/week) from Nov. 17-Dec. 19, 2008.

This program is funded by the National Science Foundation to increase participation of women in the scientific and engineering workforce through the increased representation and advancement of women in academic science and engineering careers.

**Required Qualifications:**

- Graduate Student/Upper-level Undergraduate
- GPA: 3.0 or above
- Experience and/or education in spreadsheet development and management (Excel)
- Ability to create financial reports using Excel, Word, or Quickbooks documents
- Excellent organizational skills
- Excellent written and verbal communication skills

**Preferred:**

- Experience with Quickbooks
- Experience in accounting/financial management
- Experience in working with diverse groups
- Experience in developing and managing multiple projects

**Responsibilities:**

- Manage the ADVANCE grant financial records. This includes:
  - Reconcile grant expenditures with the grant budget
  - Track the financial progress of all grant awards
  - Enter payment vouchers into Quickbooks
  - Pay invoices
  - Maintain accurate record keeping and file paperwork
  - Use existing data to create financial reports
  - Reconcile multiple monthly account statements
- Assist in managing the ADVANCE Office.
  - Assist faculty and staff with payment procedures
  - General office duties: campus deliveries, make copies, create labels, stuff envelopes, maintain office supplies, answer telephone, fax, collect and sort mail
- Communicate with ADVANCE Project Coordinator regularly.
- Other ad hoc projects as assigned by the Project Coordinator.

**Wage:** \$10.00/hour    **Hours:** flexible, 10-20/week

**Application Deadline:** October 31, 2008

**Application:** Send a letter of interest, resume, and two professional/academic references (hard copy or email) to: Rebecca Wood, Project Coordinator, NSF ADVANCE Program, 25A Seaton Hall, Kansas State University, Manhattan, KS 66506, (785) 532-6088, rwood@ksu.edu. Applications will be accepted until the position is filled.