Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Student Affairs
Events & Conference Management
Event Fiscal Assistant

Western Connecticut State University is pleased to announce that applications are being accepted for an Event Fiscal Assistant.

The Events & Conference Management department is responsible for financial and non-financial benefits, through purchasing, programming, and events management, while providing excellence in customer service for all events throughout campus.

Reports to the Director of Event & Conference Management and is responsible for overseeing the accounting functions for Events, including but not limited to, developing revenue and expense projections for Events; Develop procedures for accounts payable and accounts receivables; Oversees box office receipt of revenue, including individual ticket sales, prepares/verifies bank deposits, cash draws for box office ticket agents and reconciles cash receipts to ticket sales; makes deposits to Cashier’s Office; Conducts periodic audits of Box Office Operations; Oversees fiscal aspects of contracts; Assists the Director and Assistant Directors with developing contracts for Events, including verifying and calculating all expenses, generating payment vouchers, proper expense coding and documentation; Ensures all rented equipment and services provided to Events are properly invoiced and charged; Responsible for verifying and calculating all expenses, generating payment vouchers, proper expense coding and documentation.

**Qualifications:** Bachelor’s degree in Accounting or Bachelor’s degree with significant coursework in Accounting. Two (2) years of experience in accounting is required. Prior experience with ticket selling/box office operations is desirable. Ability to occasionally work evening, weekends and holidays according to Events schedule. Knowledge of PC Spreadsheet applications is required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Salary & Benefits:** The salary range is $45,745 – $79,118 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Events Fiscal Assistant.

**Application Deadline:** Application materials should be submitted to hrpositions@wcsu.edu and must be received by Wednesday, July 17, 2019. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in
the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer