



Grants Financial Specialist **[INTERNAL OPENING]**

Recruitment #:	S2509
Review Date:	Immediate review Closing on 3/18 at 5pm
Department:	Sponsored Projects Office
Salary Rate:	\$63,745 - \$74,613

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The **Grants Financial Specialist** position plays a vital role in providing financial oversight and support for externally funded projects at WOU, ensuring the effective management and implementation of awarded contracts. Key responsibilities include facilitating the transition of projects from pre-award to active status, with a strong emphasis on budgeting, invoicing, and financial tracking for sponsored programs. As part of the Sponsored Projects office, this role coordinates financial operations and ensures compliance with funding requirements. Situated within a central campus unit, this position collaborates closely with colleges, divisions, and departments to support successful project execution.

Work for this position is performed **on campus** in an office environment. Remote work eligibility is subject to supervisor approval and in alignment with [WOU Remote Work Policy](#).

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- Bachelor's degree in Business, Accounting, Financial Management, or related subject
- 1–2 years of experience in the following areas:
 - **Banner FIS** – Proficiency in financial information systems for managing budgets and expenditures.
 - **Grants Management** – Experience overseeing grant-funded projects, including compliance and financial tracking.
 - **Invoice Processing** – Handling financial transactions, reimbursements, and payment requests accurately and efficiently.
 - **Sponsored Projects Administration** – Professional experience in a Sponsored Projects Office, supporting research and externally funded initiatives.
 - **Attention to Detail** – Strong ability to review financial data, ensure accuracy, and maintain compliance with funding requirements.

Required Application materials:

Please submit **only** the required materials listed below. Applications **missing** required materials will **not** move

forward for consideration.

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. Complete and submit the Reference Check form, [available here](#) along with your application
5. Unofficial transcripts for your highest degree earned

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.