

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

(Transfer, Reinstatement, or Voluntary Demotion)

CLASSIFICATION:	FINANCIAL MANAGEMENT SUPERVISOR 100% (PR 81-02) (Working Title: Assistant Director, Office of Operations Review and Audit)
LOCATION:	UW System Administration Office of Operations Review and Audit 780 Regent Street Madison, WI 53715
WORK SCHEDULE:	Full time position. Monday – Friday, 7:45 am – 4:30 pm.
DUTIES:	This position is responsible for conducting and supervising program and financial audit activities, collecting and analyzing data necessary to facilitate the review and evaluation process, reviewing and analyzing audit methodologies and reports prepared by staff in the Office of Operations Review and Audit, and providing technical assistance to auditors at all UW System institutions. This position directly supervises five professional auditors.
KNOWLEDGE REQUIRED:	Knowledge of applicable University, State, and Federal and Non-Federal fiscal and administrative rules, regulations and procedures; Knowledge of and ability to implement program evaluation and audit planning, risk assessment, and research methodologies; Knowledge of and ability to implement data retrieval, mathematical/computational, and statistical analysis techniques; Knowledge of and ability to implement good written and oral communication techniques, including report-writing and presentational skills; Knowledge of supervisory procedures and techniques; Ability to supervise staff with varying skill levels; Knowledge of financial management including budgeting and financial reporting; Knowledge of training techniques; Knowledge of office-related computer applications, including microcomputer operations and associated software, such as word processing, spreadsheets, presentation software, and other management tools.
PAY:	Pay will be based on the rules that apply to compensation upon transfer, reinstatement or voluntary demotion. Beginning pay will not be less than the minimum for the pay range (\$52,736 annual). This position is in pay schedule and pay range 81-02. A six-month permissive probationary period may be required.
APPLICATION:	Eligible applicants must submit a letter of interest and professional current resume, including contact information for three supervisory references. Materials must be submitted by mail, fax, or email (preferred) to Demi Wiemann, UW-System Administration, Office of Human Resources, 780 Regent Street, Suite 230, Madison, WI 53715; Fax (608) 265-9834; dwiemann@uwsa.edu . Review of application materials will begin on Monday, November 23, 2009 and continue until position is filled.

UW System Administration is an AA/EEO Employer