

**COLLEGE OF ENGINEERING AND SCIENCE  
COES BUDGET MANAGER AND EXECUTIVE ADMINISTRATIVE COORDINATOR**

The College of Engineering and Science (COES) at Louisiana Tech University invites applications for the position of COES Budget Manager and Executive Administrative Coordinator. This position requires a baccalaureate or higher degree with professional experience in accounting, finance, auditing or in a related field. The COES Budget Manager and Executive Administrative Coordinator will be responsible for monitoring the research and operating budgets for the College of Engineering and Science and assisting the Dean, faculty and staff in proper administration of such budgets. Essential functions of the job include monitoring research and operating budgets for the COES and COES Centers, grant matching commitments, start-up commitments, and ensuring conformity with fiscal and purchasing guidelines and procedures. The job requires a good working knowledge of Microsoft EXCEL, WORD and QuickBooks Pro. Good interpersonal skills are needed along with the ability to communicate effectively and to work as a member of a team. The applicant must be able to become familiar with State accounting and purchasing regulations. Salary will be commensurate with qualifications.

To apply, send resume and application letter as a single PDF file electronically to [COESBudgetManager@latech.edu](mailto:COESBudgetManager@latech.edu) with the subject line "<Last Name, First Name> - COES Budget Manager". Review of the applicants will begin immediately and continue until a suitable candidate is identified. The desired starting date is **September 15, 2017** but is negotiable. Louisiana Tech is an EEO/AA employer. Women and minorities are encouraged to apply.

Human Resources, Louisiana Tech University, P.O. Box 3173, Ruston, LA 71272, (318) 257-2235