



## Senior Vice President of Administration

FA/1  
Fiscal Affairs  
BCAT CODE: 00112X  
FLSA STATUS: Exempt

### NATURE OF WORK

The Senior Vice President for Fiscal Affairs, reporting directly to the president, is a member of the president's senior leadership team and is responsible for effective leadership in the University's fiscal matters. The senior vice president will be responsible for strategic planning, management and financial planning for all aspects of the University's financial and administrative activities. The senior vice president is the chief business officer of the University with direct supervision of financial operations, budgeting, contracts and grants administration, business operations, purchasing, auxiliary enterprises, human resources management, facilities management, information technology, financial aid, and public safety.

### TRAINING AND EDUCATION

A bachelor's degree in finance, accounting, or business administration is required- master's degree preferred. Seven or more years of full-time, progressively responsible experience in a senior leadership position in a college or university business office and supervisory experience are required. An advanced level of knowledge and skills is required in financial operations, strategic planning, budget administration, database management, and preparation of accounting and management reports. Excellent communications skills are required along with the ability to make presentations to large and small groups and provided training on effective budgeting and budget management. Strong management and interpersonal skills are required along with the ability to manage multiple projects simultaneously, with attention to details, timelines, deadlines, and the University-wide context of decisions. A commitment to customer service and understanding of the effects of fiscal policy on all aspects of the University community are required, as is a strong understanding of accepted standards and practices to ensure that University audits are problem-free. Extensive experience with Oracle's PeopleSoft Financial Management Systems is required as well as Microsoft Excel or related spreadsheet applications. Must have a demonstrated, successful track record of implementing creative financial strategies, engaging stakeholders in planning and decision making, and modeling and maintaining the highest standards of honesty and integrity. CPA certification is desirable.

### ILLUSTRATIVE EXAMPLES OF WORK

The senior vice president, who ensures the financial integrity of the institution, oversees approximately 150 employees. The senior vice president serves as the principal financial adviser to the president and prepares and submits annual university budgets for the president's approval; provides regular, timely reports to all budget managers; provides operational controls to ensure compliance with the approved budget and appropriate accounting practices; engenders a strong philosophy of customer service in all service operations within the division; exercises fiscal responsibility in management of all allocated resources; provides proper maintenance and security for the physical assets of the University, including proper insurance coverage and inventory systems; responds quickly to all requests for information related to budgets and the University's fiscal situation with timely and accurate data; ensures strong coordination between financial operations and financial aid; maintains proper books of accounts fully setting forth the financial condition and transactions of the University, including supervision over all accounts maintained by the University which deal with the receipt and disbursement of funds; organizes and provides administrative direction for all accounting procedures, financial reports, and internal auditing procedures; receives all funds paid to the University, gives receipts in the name of the University, and signs checks against funds deposited by the University; maintains adequate records of all contracts and leases, compiles cost analyses, and supervises the preparation of business and financial reports; monitors all accounts, claims, and demands against the University to ensure accuracy; promotes staff participation in institutional decision making; creates and maintains a work environment that fosters positive employee relations, efficient and effective deployment of human resources and utilizes professionally sound personnel management techniques; collaborates and coordinates with all other areas of the University; serves as liaison with USG system office on fiscal matters; improves operational efficiencies through automation and increased use of technology campus-wide; and performs other duties as assigned.