Role of the Vice President for Finance and Support Services

Revised: 05/15
FSS/PPS No. 01.01.02
Issue No. 5
Reviewer: Vice President for Finance and Support Services
Effective Date: 06/01/03 (E3Y)
Review Date: 06/18

01. PURPOSE

01.01 The Vice President for Finance and Support Services is the chief financial officer of the university whose purpose is to provide sound financial planning and fiscal control to ensure Texas State is able to meet its educational mission. This involves short and long term budget planning , human resource development, safeguarding financial and physical assets, providing safe and adequate facilities as well as services to students, faculty, and a staff which facilitate the university's teaching, research, and public service mission and advising the President on the proper course of action relative to all of these matters.

01.02 The role of the Vice President for Finance and Support Services is defined by the responsibilities at the University and include, but are not limited to.

02. MAJOR DUTIES AND RESPONSIBILITIES

02.01 Advise the President and Vice Presidents on the financial status of the university and of the financial implications of each decision or issue.

02.02 Direct the preparation of the annual operating budget through the maintenance of a budget development process, dissemination of budget planning data and information and compilation of departmental and divisional budgets.

02.03 Manage all financial operations of the university, including financial planning, conduct of financial analyses, the handling of investments, and provision of appropriate controls and reports, funds management, accounting, and payroll.

02.04 Manage the development and fulfillment of the facilities Campus Master Plan, including new construction projects, major repairs and rehabilitation of facilities, minimization of deferred maintenance in campus facilities, and the routine operation and maintenance of facilities including the provision of campus utilities.

02.05 Direct the preparation of the Biennial Request for Legislative Appropriations and advise the President of the needs expressed in the Request and develop evidence and testimony in support of the request to various state agencies and the legislature.

02.06 Direct the operations of the Division through the coaching of departmental directors, the provision of overall guidance, promotion of continuous improvement and learning, empowerment of employees and leadership.

02.07 Provide advice and interpretations of law, policies and procedures on financial and administrative matters to President, Vice Presidents, other administrative heads and the general university community.

02.08 Provide assistance at the System level on the development of financial/administrative policies and operating procedures through conversation and meetings.

02.09 Exercise prudent management practices with regard to procurement and payment policies within existing laws and provide oversight of the university's HUB program.

02.10 Provide assistance at the State level on the development of financial policies through service on advisory committees, in professional organizations, and ad hoc meetings on specific issues.

02.11 Represent Texas State in matters related to the business and financial management of the institution, including liaison with the Coordinating Board, the Governor's Office, the State Comptroller, the Legislative Budget Board, the State Auditor, and local government.

02.12 Support the institution's commitment to diversity by promoting it at all times, particularly in the hiring process for all FSS staff.

02.13 Direct the internal operations of the VPFSS office.

02.14 Direct the preparation of the Division's Strategic Plan and provide oversight of institutional effectiveness efforts in Finance and Support Services.

02.15 Serve on and provide financial information for various university committees.

02.16 Direct the preparation of the quarterly Report to the Board of Regents.

02.17 Provide staff assistance to the budget and finance committee of the Board of Regents.

02.18 Prepare and administer budgets for accounts for the VPFSS is designated.

02.19 Complete special projects as assigned by the President.

03. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

Positions	Section	Date

Vice President for Finance and Support Services Review June 1 (E3Y-03)

04. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Vice President for Finance and Support Services, Reviewer

Approved: _____
Vice President for Finance
and Support Services