Associate Vice President, Financial Services

Job Code 50010604

General Description
Responsible for providing overall leadership in the protection of the University’s assets and has administrative responsibility for Financial Services.

Examples of Duties
Advise VPFSS on issues, policies, and strategic plans related to financial services.
Oversee the operations and development of policies and procedures related to assigned areas.
Supervise departmental budgets and salary review within assigned areas.
Ensure compliance with applicable policies, laws and statutes.
Respond to requests for financial information.
Coordinate division’s participation in internal and external audit process.
Direct the operations of the Associate VP office and supervise staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Public sector financial accounting principles and reporting standards, integrated systems and database software and SDLC, GASB and GAAP and financial reporting concepts, state and federal laws and regulations, debt, banking and cash management relationships and operations, contracts, contract registration and administration, principles of payroll administration, integrated financial/human resources/student information and database software.

Skill in: Generating correspondence, reports, policies, minutes in English, communicating with others, interacting courteously, resolving problems, interpreting state and federal laws, managing multiple projects and deadlines.

Ability to: Interpret policies, minutes, reports, laws, financial literature, perform intermediate math, interest calculations, report analysis, explain, negotiate, evaluate staff, function as a leader, work collaboratively, provide quality customer service, systematically analyze complex issues and data, develop and sustain working relationships, prepare strategic plans.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17