

Sam Houston State University Human Resources

Staff Classification Description – Assistant Vice President, Finance and Operations

Skill Category: Executive/Administrative

Position (Employee) Class: 1M140 (E1)

Grade: NC

Date: 8/2015

Department: Finance and Operations

Educational & Experience Requirement: Bachelor's degree in Accounting, Business Administration or related field. Masters degree and CPA certificate preferred. Ten years progressively responsible experience in higher education fiscal management. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Oversee the accurate maintenance of university accounts and balances for all accounts contained in the University's budget and oversee the fiscal integrity of all aspects of University Investments.

Supervision Given & Received: Reports directly to the Vice President for Finance and Operations and receives minimal supervision. Performance is based upon completion of assignments, performance of those entities for which the position has responsibility, and results obtained. Provides supervision to the Offices of Controller and Budget.

Primary Responsibilities: Performs high-level administrative work in the preparation, development, and direction of fiscal management and policy. Responsible for the correct preparation and reporting of financial information to oversight agencies of the State of Texas, appropriate offices of the Texas State University System, and administrative offices of Sam Houston State University. Other responsibilities include the development of funding strategies for university programs and the supervision of the preparation, maintenance, and control of the University's operating budget and the Legislative Appropriations Request. Judgment and initiative are required in organizing and developing methods and procedures. Oversees the Offices of Controller and Budget. Responsible for developing goals and performance measures for these offices. Supervises the development, preparation, and submission of the Legislative Appropriation Request for the Legislative Budget Board and the Governor's Office of Budget and Planning. Serves as a liaison for other reports in the Division of Finance and Operations as required by the Vice President of Finance and Operations and serves as the Vice President in the absence of the Vice President for Finance and Operations. Prepares special projects as assigned by the Vice President for Finance and Operations. Provides training to appropriate individuals with fiscal responsibility to improve their fiscal management skills and ultimately their departmental operations. Reviews financial systems, procedures, and controls for efficient use of university resources. Develops and implements process improvements and incorporates new ideas as appropriate for areas of responsibility. Assures compliance with federal and state laws and university rules and regulations as they apply to areas of responsibility. Responsible for establishing job standards for support staff and effectively evaluating staff. Performs other related duties as assigned by the Vice President for Finance and Operations.

Other Specifications: Knowledge, skills, and abilities in the following are essential: complex financial and administrative management methods, practices, and procedures; modern higher education budgeting methods, models, and practices; working knowledge of state funding as it applies to higher education; working knowledge of SunGard Banner financial applications for higher education. Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment. Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes. Skilled in directing multiple tasks, setting priorities, and organizing operations. Ability to provide financial and administrative guidance within areas of responsibility and providing direct training and supervision as needed. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both oral and written.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.