Sul Ross State University
Position Description

Official Title: Vice President for Finance and Operations
Salary Group: Unclassified (14)
Job Code: 1401

Summary
Function: To serve as the chief fiscal officer for the University.

Scope: Responsible for supervision of the business and financial operations of the university, including, but not limited to, budget preparation and management, maintenance of financial controls, financial accounting and reporting, cash management, human resource management, procurement, asset management, facilities management, and responses to Legislative Requests for information.

Duties
Essential: Prepares and maintains operating and capital budgets, manages investments, prepares financial reports, performs financial analysis and projections, negotiates contracts, oversees University Center operations and develops and maintains sound business management policies and practices. Prepares budget adjustments as needed. Oversees the preparation and submission of the Legislative Appropriations Request. Oversees bookstore, technology, food service and vending contracts. Researches and assists in preparation of responses to legislative inquiries. Oversight responsibility for facilities and campus operations. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: General supervision by the President.

Given: Supervises the Associate VP for Facilities, Controller, Human Resources, Purchasing, OIT, Food Service, University Center Services, and Post Office functions.

Education
Required: MBA

Preferred: MBA and CPA; or Ph.D.

Experience
Required: Ten years progressively responsible management experience.

Preferred: Some or all experience obtained in a state supported university.

Equipment/Skills
Required: General office skills; PC skills

Preferred: Advanced spreadsheet and MIS experience

Working Conditions
Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September, 2009