Sul Ross State University
Position Description

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

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.

Serves as Athletic Direct Report (ADR). The ADR is responsible for the administrative oversight of the athletics department through the Athletics Director. Provides guidance and support to the Athletic Director on matters concerning the intercollegiate athletic program and operations including but not limited to financial, compliance, participation, planning and organization.

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, Post Office functions, and Athletics.

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.
Updated: April 2018

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

Date revised: September, 2009