

# 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.

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