



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Vice President, Finance & Administration and Chief Financial Officer

JOB SUMMARY

Performs work as the senior administrative official responsible for all areas of financial affairs and administrative operations for Texas Woman's University. Collaborates with the Board of Regents and the Chancellor and President to plan and manage the financial activities of the University, protect and facilitate the growth of financial and capital assets, and assess institutional opportunities and risks as strategic plans and initiatives evolve. Responsibilities include institutional accounting and fiscal management; institutional budget preparation, operation, and control; preparation of legislative appropriations requests; property management; investment management; financial analysis and reporting; general human resource administration, payroll and associated reporting; purchasing and contracting administration; HUB Compliance, Affirmative Action and EEOC; facilities management and construction services for Denton, Dallas and Houston (including direction and oversight of major capital projects); Department of Public Safety (including overall operations, security and safety of the University); risk management (including environmental health and safety, emergency management, operations, and insurance negotiations and management). Work is performed under the administrative supervision of the Chancellor and President with broad latitude for independent judgment and initiative and performance is based on the effective operation of the financial and administrative functions. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: University Chancellor and President

Supervises: Executive Director, Public Safety; Executive Director, Risk Management; Associate Vice President for Facilities Management & Construction; Senior Associate Vice President for Human Resources and CHRO; Associate Vice President, Finance and Budget; Associate Vice President, Finance, Controller & Treasury; Assistant Vice President, Procurement and Contract Services/HUB Coordinator; and Executive Assistant to the Vice President

ESSENTIAL DUTIES - May include, but not limited to the following:

The Chancellor and President delegates to the Vice President for Finance & Administration and Chief Financial Officer the authority for management and direction of the following areas and activities of the university:

- Institutional accounting and fiscal management.
- Institutional budget preparation, operation, and control.
- Preparation of legislative appropriations requests.
- Property management.
- Investment management.
- Debt management.
- Financial analysis and reporting.
- General personnel administration.
- Payroll and associated reporting.
- Purchasing and contracting administration
- HUB Compliance, Affirmative Action and EEOC.
- Facilities Management & Construction Services for Denton, Dallas and Houston to include direction and oversight of major capital projects.
- Department of Public Safety to include overall operations, security and safety of the University.
- Risk management, including environmental health and safety, emergency management operations, and insurance negotiations and management.

This administrative official is also specifically responsible for:

- Promulgating policies and procedures for all functional areas within the Finance and Administration Division.
- Managing controls and procedures for the receipt, accounting, and disbursement of institutional funds.
- Ensuring compliance with personnel policies and procedures written generally for all employees and specifically for non-faculty employees, and for approving exemptions to said policies and procedures where such exemptions are provided under the policy.
- Planning, directing, managing, and evaluating a complex operation, using all resources available (human, financial, and physical) for the accomplishment of long-term and short-term goals of the institution.
- Overseeing all aspects of contract administration for the University.

The Vice President for Finance & Administration and Chief Financial Officer is responsible for personnel actions within the division as conducted in accordance with established University personnel policy and procedure, the appropriate classification system, the University pay plan, approved budget allocations, and state and federal statutes. Personnel actions include but may not be exclusive to the appointment of personnel, determinations of compensation (salaries), approval of change of status, acceptance of resignations, terminations of personnel, suspension and disciplinary action against personnel, and approval of moving expenses for persons to be employed by the University.

In addition, the Vice President for Finance & Administration and Chief Financial Officer is responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Business Administration, Economics, or closely related field of study. CPA certification required. Doctorate preferred.

EXPERIENCE

Minimum of eight years of professional and administrative experience in finance, investment, management, business education or related work including administrative responsibility. Experience in higher education, specifically Texas higher education preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of complex financial and administrative activities in an institution of higher education, business or government, their practices, methods, resources and standards thereof.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.