



DATE ISSUED: 07/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Vice President, Budget and Finance

JOB SUMMARY

Performs high-level administrative work in the preparation, development and direction of fiscal management and policy. Responsibilities include supervision of the development and oversight of the University's operating budget, preparation of the Legislative Appropriations Request, direction of the Bursar operations, and coordination with the Controller. Judgment and initiative are required in organizing and developing methods and procedures. The incumbent assumes overall responsibility for these areas and reports directly to the Vice President for Finance and Administration. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Finance & Administration

Supervises: Director of Budget and Analysis, Director of Student Accounts and Bursar

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

- Directs the development, preparation and maintenance of the annual university budget and associated management reports for executive leadership of the University.
- Directs the preparation and submission of the Legislative Appropriation Request and serves as the University liaison to the Legislative Budget Board
- Directs the functions for financial reporting and treasury/debt management including the preparation of various financial reports required for compliance with federal, state and local regulations and policies.
- Interfaces with various state and federal agencies regarding fiscal operations and financial reports, and audits of financial functions.
- Directs the functions for student accounting and the bursar operations.

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- Formulates procedures and operating policies. Reviews systems, procedures and controls for efficient and effective utilization of TWU fiscal resources.
- 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

- Prepares special projects as assigned by the Vice President for Finance and Administration.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business Administration or a related area. Masters degree and/or CPA certificate preferred.

EXPERIENCE

Six years of progressively responsible experience in higher education fiscal management and budget preparation and five years of supervisory/management experience.

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 management methods, practices and procedures.
- Working knowledge of the State of Texas funding process as it applies to higher education.
- Working knowledge of computer applications and data processing systems in budget and accounting operations.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions and other outcomes.

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- Knowledge of accounting principles and methods, particularly those espoused by the Governmental Accounting Standards Board (GASB), and preferably with an emphasis in college or university financial reporting.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment.
- Ability to establish and maintain effective work relationships with the administration, faculty, staff and the public.
- Strong communication skills, both oral and written.
- Proficient in PC based software (Excel, Word, etc.), calculator.
- Ability to use a personal computer and other office equipment, including University related 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 this 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.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

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.