**Director, Finance Standard Job Description**

**Classification Title:** Director, Finance

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Finance, under general direction, directs, leads, plans, and supervises the day-to-day activities of reconciliations, external reporting, administrative services, card programs, and general accounting for financial management operations. Initiates and implements new accounting processes for greater efficiencies to ensure accurate reporting. Assesses, evaluates, monitors, and develops internal controls and training related to accounting processes.

**Essential Duties/Tasks:**

**30% Financial Oversight and Reporting**

* Prepares monthly, annual, and specific financial and managerial reports and projections.
* Monitors allocations, expenditures, and revenue generated by the departments.
* Provides insight into the budget health of all areas to leadership.
* Assesses financial operations and proposes solutions to unit head on complex financial problems.
* Prepares cost rate proposals and analyzes financial data.
* Serves as a decision-maker, approving authority, and signer for division accounts and financial transactions.
* Oversees financial and business operations for departments within assigned zone.
* Reviews and approves department financial documents requiring department head approval and signature authority as delegated.
* Coordinates annual reporting for departments.
* Directs the completion of service center rate studies to ensure compliance with university rules, system regulations, and federal cost accounting standards.
* Serves as DOR liaison to Office of Cost Analysis.

**20% Accounting Process and Compliance**

* Maintains internal controls in compliance with laws, policies, regulations, rules, procedures, and sponsor guidelines and exposes any significant deficiencies, material weaknesses, or fraud.
* Develops and implements business processes and procedures and trains staff.
* Interprets system policies and regulations and university rules and communicates with DOR staff to maintain financial compliance within the division.
* Reviews and serves as signer for reconciliations of DOR accounts.
* Oversees complex accounting processes and controls.
* Audits and manages the maintenance of unit business files, directs and delegates work order requests for service and maintenance.
* Audits and updates internal business policies and procedures.
* Serves as a card administrator and manages the departmental travel and payments cards.
* Ensures completion of annual certification of inventory.
* Directs year-end closing activities.

**10% Staff Supervision and Leadership**

* Hires, evaluates, and supervises finance staff within assigned zone.
* Develops standard procedures for finance staff to follow and ensures best practices are followed to maintain consistency across all departments within assigned zone.
* Establishes key performance metrics to evaluate and measure performance of finance team in the areas of customer satisfaction, productivity, efficiency, service quality, and service value.
* Implements training and development opportunities to ensure staff are well prepared for carrying out their duties.
* Monitors performance and takes action to ensure appropriate staffing and performance levels are maintained.

**10% Strategic Planning and Collaboration**

* Participates in planning, directing, and coordinating operational or procedural matters to meet department goals and objectives.
* Serves on state-wide committees.
* Represents the division on high-level university committees, ensuring the division's interests are well-represented and integrated into broader university initiatives.
* System meetings, workshops, or training sessions.
* Collaborates with college leadership to ensure strategy is aligned with organizational mission.

**10% Customer Service and Training**

* Provides courteous, efficient, and timely customer service to the units being serviced.
* Communicates and distributes information on guidelines and procedures pertaining to internal processes.
* Handles issues requiring escalation and uses discretion to determine when further escalation is required.
* Provides one-on-one/group training with customers as requested.
* May present at group training sessions.
* Serves as liaison with Financial Management Services for the DOR.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in related field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**