**Assistant Vice President for Finance Standard Job Description**

**Classification Title:** Assistant Vice President for Finance

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Vice President for Finance, under general direction, provides strategic direction to the Procurement, Contract Administration and Logistic Services Departments and the Historically Underutilized Business Program. Implements the University strategic sourcing initiative and ensures purchasing and contract administration functions are in compliance with State, System and University rules and regulations.

**Essential Duties/Tasks:**

**30% Financial Oversight and Budget Management**

* Directly supervises the financial, budget, and business operations.
* Provides financial leadership to all business staff supporting the various units within the divisions.
* Represents the divisions at the University level in areas of finance, budget, and business concerns.
* Monitors and ensures compliance with university financial regulations, rules, and standard administrative procedures.
* Oversees the allocation of resources during the annual budget review process and for funding received from external sources.
* Serves as advisor to senior leadership regarding financial matters.
* Assists in managing financial resources within the divisions to ensure they are appropriately budgeted and tracked.
* Directs the financial oversight for construction and renovation projects within the divisions.
* Coordinates and provides necessary financial information for projects and services provided to external entities.

**20% Contract and Procurement Oversight**

* Leads or participates in the negotiation of sourcing and business contracts for the
* divisions.
Establishes procedures for procurement activities to ensure compliance with university policies.
* Provides guidance in the review and approval of contracts and agreements.
* Develops strategies to optimize cost savings and cost avoidance within the divisions.

**10% Process Improvement and Efficiency**

* Identifies and analyzes workflows, job designs, and work processes within assigned areas.
* Implements changes to improve effectiveness, productivity, and efficiency in business operations.
* Develops and implements policies and procedures to improve operations and support the department’s goals.

**10% Staff Supervision and Development**

* Provides training to business staff to ensure that daily operations meet department and university expectations.
* Reviews and approves new positions, reclassifications, and career ladder activities for division staff.
* Monitors salary structures within the divisions and ensures alignment with university guidelines.
* Serves as a resource and provides guidance to staff on financial and business operations.

**10% Strategic Planning and Resource Allocation**

* Assists in the development of strategic plans for financial and business operations within the divisions.
* Coordinates resource allocation strategies for the divisions to meet annual and long-term goals.
* Supports senior leadership in setting cost savings targets and monitoring progress toward financial objectives.

**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 business administration or closely related field or any equivalent combination of training and experience.

**Required Experience:**

* Ten years of experience in purchasing management or management of business operations including experience in conducting financial and operational analysis and experience in reviewing, analyzing and implementing outsourcing programs.

**Required Licenses and Certifications:**

* Certification by at least one contemporary professional organization, such as the Institute for Supply Management at (CPM and/or APP), the Universal Public Purchasing Certification Council at (CPPO), National Institute of Governmental Purchasing (NIGP), and/or National Contract Management Association (NCMA).

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Oral and written communication skills.
* Demonstrated ability to positively impact operating costs related to the acquisition and distribution of goods and/or services.
* Demonstrated ability to implement and monitor effective customer service initiatives.
* Analytical skills.

**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**