**Director of Finance, Academic Operations Standard Job Description**

**Classification Title:** Director of Finance, Academic Operations

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Director of Finance, Academic Operations, under direction, is responsible for providing leadership for the finance team within an assigned zone including planning, directing, and evaluation of financial operations; providing oversight of business activities, strategic planning and development, budget administration, and financial reporting. This position may also participate on various university committees.

**Essential Duties/Tasks:**

**40% Leadership and Personnel Management**

* 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.
* Monitors performance and takes action to ensure appropriate staffing and performance levels are maintained.
* Implements training and development opportunities to ensure staff are well prepared for carrying out their duties.

**20% Financial Operations and Budget Administration**

* Oversees financial and business operations for departments within assigned zone.
* Approves purchases, reviews reconciliations, monitors financial condition, and takes appropriate steps to implement corrective actions.
* Reviews and approves department financial documents requiring department head approval and signature authority as delegated.
* Assists and advises leadership in planning, coordinating, and tracking budgets and provides information regarding financial condition.
* Responsible for overseeing annual budget process.
* Manages department commitments and ensures allocations are received.
* Reviews, coordinates, and submits annual report for fund balances and reserves.

**10% Strategic Planning and Policy Development**

* Serves as conduit with appropriate administrative units to ensure policies, procedures, and practices are in place to support and enhance high-quality service and efficient business practices.
* Liaises with college leadership to ensure strategy is aligned with organizational mission.
* Proposes solutions to complex financial, business, and personnel issues.

**10% Compliance and Performance Evaluation**

* Ensures compliance with federal, state, and System regulations.
* 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.
* Monitors data and prepares complex financial reports.

**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 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/)**.**

[ ]  **Yes**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**