

JOB INFORMATION

Effective Date	10/8/2021
Job Code:	450
Job Title:	Assoc VP, Finance
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Finance & Accounting
Job Summary	The Associate Vice President, Business Operations serves as the University’s Chief Accounting Officer and Controller, works to provide leadership for all departments within the Business Operations unit including: Auxiliary Services, Procurement and Contract Administration, General Accounting, Accounts Payable, Student Business Services and General Support Services. The successful candidate will lead the unit with a commitment to improving processes, and leading change. Understands and carries out the Strategic Plan of University of Houston-Clear Lake; formulates goals and objectives that align with the overall mission of the institution.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor’s degree in Finance, Business, Accounting or a related field.	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Progressively responsible administrative experience directly related to the duties and responsibilities described in a higher education environment.	Required	
Progressive	Experience in maximizing fiscal and human resources, effective problem-solving skills, and an innovative program development approach with evidence of change-oriented leadership skills. Record of accomplishment as a financial and business director with excellent interpersonal skills that encourage collaboration and development of direct reports.	Required	
Progressive	Experience as a financial and business operations administrator in higher education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Public Accountant (CPA), or Certified Management Accountant (CMA).		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of GASB standards and GAAP accounting principles.	Skilled
• Demonstrated leadership, supervisory skills, and insight to lead and develop others.	Skilled
• Ability to review and assess the operational and financial viability of new and existing contractual agreements and proposals.	Skilled
• Comprehensive knowledge and understanding of Federal and State financial laws, regulations, and operating guidelines as they pertain to public institutions of higher education.	Skilled
• Working knowledge of NACUBO (National Association of College and University Business Officers), SACUBO (Southern Association of College and University Business Officers), and TASCUBO (Texas Association of State Senior College & University Business Officers).	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provides leadership to various functions within Business Operations including; Auxiliary Services, General Accounting, Accounts Payable, and Student Business Services.	25%
• Advises Vice President of Administration and Finance on matters related to capital planning, the financial impact of university initiatives on existing resources, and opportunities to enhance revenues and decrease expenses.	25%
• Provide leadership regarding the development, implementation, and monitoring of financial management systems, internal controls, policies and procedures to ensure University assets are safeguarded and accounts are efficiently and appropriately maintained to ensure accurate financial data.	25%
• Provides oversight of Annual Financial Report and various other state and federal required reports in compliance with GAAP, GASB, UH System, Federal and State of Texas Financial Reporting requirements. Negotiate various university-wide contracts.	10%
• Participate actively and provide expert assistance in the strategic development and operation of the University's business operations. Lead and serve on university committees focused on strategy and policy.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description