

JOB INFORMATION

Effective Date	9/20/2021
Job Code:	490
Job Title:	VP, Admin and Finance
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E3 - Senior Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Finance & Accounting
Job Summary	The Vice President for Administration and Finance serves as the Chief Financial Officer for the University of Houston-Clear Lake and as a critical member of the core leadership team. The Vice President is fully responsible for the financial and business affairs of the University. This position oversees budget planning and procurement, facilities management, general accounting and other financial operations, human resources, and campus security.

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, Accounting, Business Administration, or another Business related field.	Required	
Master's Degree	Master's degree in Finance, Accounting, Business, or Financial Management.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum of ten (10) years experience in managerial accounting and financial management. Minimum of seven (7) years of directly job-related experience in an executive or senior-level management position.	Required	
Considerable		Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Public Accountant (CPA)	Upon Hire	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of federal, state, local accounting rules and regulations, especially GASB and state of Texas. 	Skilled
<ul style="list-style-type: none"> Excellent leadership, organizational, analytical and problem solving skills with the ability to prioritize tasks. 	Skilled
<ul style="list-style-type: none"> Demonstrate clear, precise, and effective interpersonal, oral and written communication skills. 	Skilled
<ul style="list-style-type: none"> Ability to professionally and effectively interact with diverse groups and constituents. 	Skilled
<ul style="list-style-type: none"> Demonstrated experience with computerized information and financial systems and their use in analysis and reporting. 	Skilled
<ul style="list-style-type: none"> Collaborative leader with the ability to think analytically and creatively in support of the university's mission, aspirations, and goals. 	Skilled
<ul style="list-style-type: none"> Demonstrated experience in the application of technology to financial and administrative processes, and the use of technology to evaluate and improve operational efficiency. 	Skilled
<ul style="list-style-type: none"> Progressively responsible leadership experience in understanding and promoting financial analysis and best business practices, along with the proven ability to create and develop multi-year financial models and forecasts. 	Skilled
<ul style="list-style-type: none"> High standards of professional conduct, ability to maintain confidentiality, and ability to establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges. 	Skilled
<ul style="list-style-type: none"> Demonstrated skills in working successfully with a team of employees to establish goals, motivate, evaluate, solve problems and meet deadlines. 	Skilled
<ul style="list-style-type: none"> Ability to plan, develop, implement and direct the organization's fiscal function and evaluation performance. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Responsible for planning, implementing, and managing all combined functions of administrative and financial affairs to support and enhance the institution's mission. Including direct responsibility for overseeing all accounting, finance, budgeting, forecasting, strategic financial planning, cost benefit analysis, audit activities, financial reporting, facilities and property management, endowment and investment management, capital projects, contract/procurement analysis and negotiations, campus security and human resource management. 	25%
<ul style="list-style-type: none"> Responsible for leading team of senior managers to ensure the University is in compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation/maintenance of required financial records, monthly and annual financial reports, and all other financial reporting as may be required by federal, state, local agencies, or established accounting standards. 	15%
<ul style="list-style-type: none"> Oversee a highly productive and professional finance and administration division. Plan, develop, organize, implement, direct and evaluate the university's administration function, structure, and performance for continual improvement of the efficiency and effectiveness of the A&F division. 	15%
<ul style="list-style-type: none"> Establishes and executes programs for the provision of the capital required by the institution, including negotiating the procurement of capital and maintaining the required financial arrangements. Coordinates long-range plans of the university, assesses the financial 	10%

Essential Functions

Essential Function	% TIME
requirements implicit in these plans, and develops alternative ways in which financial requirements can be satisfied.	
<ul style="list-style-type: none"> Enhance and/or develop, implement and enforce institutional policies and procedures for the administrative and financial operations of the University. 	10%
<ul style="list-style-type: none"> Supports the President in preparing and presenting information on major administrative initiatives and institutional financial conditions to the UH System Board of Regents, the UH System Chancellor, and senior staff and lawmakers. 	10%
<ul style="list-style-type: none"> Advises the President on management issues related to the administrative and organizational effectiveness of the University. 	5%
<ul style="list-style-type: none"> Oversee improvement initiatives of the budgeting process for administrative operations through education of department managers on budgetary issues affecting their budgets and ongoing departmental performance-impacting budget. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
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