



Supported by Administrative Council: 12-12-12  
Approved by Dr. Bob Glenn: 12-12-12  
Revised: March 8, 2017  
Reviewed: May 20, 2019  
Revised: April 1, 2022

**JOB DESCRIPTION: ASSISTANT VICE PRESIDENT FOR  
FINANCE/BUSINESS MANAGER**

The Assistant Vice President for Finance/Business Manager is responsible for providing the leadership and direction for accounting and financial matters of the University, to include Budget, Accounting, Accounts Payable, Payroll, and Procurement functions. The Assistant Vice President for Finance/Business Manager reports directly to the Vice President for Financial Affairs and works closely in formulating and administering policy and procedures pertaining to all fiscal matters of the University; and provide support for University programs and the mission of the university. The Assistant Vice President for Finance/Business Manager is responsible for ensuring that financial reporting is accurate, timely and compliant with all accounting standards and oversight and serves as primary contact for external and state auditors.

**STRATEGIC**

**The Assistant Vice President for Finance/Business Manager shall:**

- provide modeling and analysis of University financial operations.
- ensure compliance with standards and best practices issued by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), the American Institute of Certified Public Accountants, the National Association of College and University Business Officers, the Internal Revenue Service, Department of Education and other agencies.
- develop, promote, and follow sound fiscal practices, procedures and internal controls in the conduct of the University's business and financial affairs and monitor and evaluate financial programs on an ongoing basis to ensure their effectiveness.



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## MANAGERIAL

### **The Assistant Vice President for Finance/Business Manager shall:**

- provide leadership and management oversight for the following functions of the University and its affiliates including all grants and contracts: accounting, budget, grants accounting, sponsored programs, procurement, and accounts payable and fixed assets.
- manage the University's operating cash and short-term investments and work closely with Vice President for Financial Affairs to develop and enhance banking relationships.
- provide oversight of pre- and post-award sponsored programs administration and monitoring of grant award, grant draw-downs and other grant reporting and reconciliation functions and ensures compliance with terms and conditions of awarded grants.
- provide oversight of budgets, operating variances and development of remedial action plans with responsible managers.
- provide overall supervision, coaching and training to the Business Office staff, including evaluation of performance in relation to strategic goals and promote accountability and proper stewardship of all University funds.

## OPERATIONAL

### **The Assistant Vice President for Finance/Business Manager shall:**

- manage University debt, including bonds, letters of credit, lines of credit, leases, and bond covenants, and regularly interact with lenders, creditors, and government agencies.
- compile and administer monthly investment summary.
- be responsible for the review of all financial statements, the annual A-133 audit, and other required reports.
- monitor the University's cash flow to ensure the availability of funds necessary for daily operations, review cash flow reports and compile cash flow projection



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reports for review by the Vice President for Financial Affairs, President and/or Board of Trustees.

- monitor and approve all warrants of the University
- monitor and collaborate with the Financial Aid office in the financial administration and compliance of programs at the university which include federal student loans, SEOG, Pell and Work-Study
- attend and make presentations to the President's Cabinet and/or Board of Trustees as directed by the VP for Finance and/or President.

## **OTHER**

### **The Assistant Vice President for Finance/Business Manager shall:**

- develop and maintain excellent working relationships with all departments through understanding of their purpose and objective; provide departments with guidance about financial matters to ensure needs are met in a timely and customer-focused manner.