

Senior Vice President for Finance and Administration / Chief Operating Officer  
Position Description

The Senior Vice President for Finance and Administration / Chief Operating Officer (SVP/COO) reports to the Executive Vice President & University Provost on matters of day-to-day operations related to finance, business affairs, human resources, information technology, internal audit & institutional compliance, student affairs and other campus operations. Additionally, the SVP/COO reports to the Office of the President on policy, long term planning, and strategic budgeting.

Functional Areas of Responsibility

- Monitoring and accounting for the revenues and expenses required in the normal operation of the University, its subsidiaries, and its auxiliaries
- Performing treasury operations including cash management, accounts payable and disbursements for the University and its affiliated corporations and issuance of bonds
- Reporting costs and revenue, and preparing periodic and end of year financial statements
- Preparing and overseeing the annual operating and biennial budget request for the University and its subsidiaries; overseeing the budgeting process to insure the budget supports the University's strategic plan
- Auditing the financial operation of the organization and reporting irregularities to the President
- Ensuring the University has appropriate and effective internal controls, and that they are operating properly
- Supervising the Office of Internal Audit and Compliance
- Maintaining and improving the Physical Plant for the University; monitoring and controlling utility expenses
- Managing the investments of the University and its subsidiaries, including retirement of long and short term debt obligations
- Managing, monitoring, and controlling the acquisition and disposition of moveable inventory (including all purchasing functions)
- Ensuring university personnel comply with university policies
- Managing the services necessary to maintain efficient and effective operations for a 24-7 university and to meet the demands of its students, faculty, and staff
- Coordinating and managing personnel and policy necessary to insure the security of the physical plant, inventory, employees, and students
- Administering all capital construction contracts and projects, purchasing, inventories, sale of surplus properties, and bidding procedures
- Supervising the University's policies on risk and insurance management
- Serving as liaison with state agencies regarding auditing, purchasing, accounting, and other related matters

- Insuring the operation of the financial and administrative units fulfill the mission of the University

#### Job Requirements

- Minimum: MBA/MPA or equivalent.
- Preferred: Ph. D. in academic discipline with faculty experience.
- Relevant academic / not-for-profit / or other experience.

#### Direct Reports

- Vice President for Human Resources
- Vice President for Information Technology
- Vice President for Student Affairs
- Associate Vice President for Audit Services & Institutional Compliance
- Associate Vice President for Finance and Administration
- Associate Vice President for Subsidiaries, Auxiliaries, and Related Entities
- Senior Associate Vice President for Business Affairs