

ASSOCIATE VICE PRESIDENT, FISCAL ADMINISTRATION
DIVISION OF ADMINISTRATION

POSITION SUMMARY

Reporting to the Vice President for Administration, the Associate Vice President, Fiscal Administration (AVP FA) is a strategic partner in the financial administration of the University of Wyoming. The AVP FA is a hands-on and participative leader who develops and directs an internal team to administer the University's business operations: finance, treasury, accounting, payroll, taxes, student business operations, procurement and payment services, and related planning functions.

The AVP FA participates in all aspects of institution-wide planning in support of the mission and goals of the University of Wyoming and plays a critical role in partnering with the University's executive and senior leadership teams in strategic decision making and operations. The AVP FA maximizes and strengthens the internal capacity of a well-respected, high-impact, land-grant institution.

POSITION INFORMATION

Leadership

- Strategically structure the work of the unit to enhance effectiveness and efficiency
- Manage talent of managerial subordinates to develop individuals and the group as a whole
- Inspire performance through goal-setting, monitoring of goal achievement, and recognition of outcomes
- Build a team through the development of a team environment, effective peer relationships, and advocacy with administrative authorities
- Use and share information (oral, written, presentation style, technology, financial) with constituents using appropriate communication venues
- Facilitate productive change in anticipation of, or response to, improved process, external circumstances, and strategic directives

Financial Management

- Develop and maintain timely and accurate financial statements and reports appropriate for users and in accordance with generally accepted accounting principles (GAAP)
- Collate financial information for various reporting entities, as defined by the Governmental Accounting Standards Board (GASB); prepare Management's Discussion and Analysis of the audited annual financial statements
- Prepare and present internal quarterly and external annual financial statements

- Coordinate and lead periodic financial audit processes and agreed-upon procedures engagements; liaise with internal and external auditors
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures; maintain system of internal control and assess and make changes as necessary or appropriate
- Ensure that all statutory requirements related to finance, accounting and procurement are met
- Maintain a robust financial management/reporting system; monitor revenue and expenditures and ensure cash flow is sufficient to support operational requirements; prepare cash flow forecasts in accordance with policy
- Develop and maintain financial accounting systems for general ledger, cash management, payroll, procurement and payment services, fixed assets, cashiering, and student financial operations (billing, accounts receivable and loan administration)
- Document and maintain complete and accurate supporting information for all financial transactions
- Review monthly results and implement monthly variance reporting
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation, policy and best practice
- Ensure that capital assets are properly recorded, amortized, and disposed of as appropriate
- Assist with budgeting and planning processes in collaboration with University's AVP for Budget and Institutional Planning; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership abreast of the University's financial status
- Update and implement all necessary business policies and accounting practices; update and maintain financial Business Process Guides and Quick Reference Guides; develop and update the Fiscal Administration division's overall policy and procedure manual
- Effectively communicate and present critical financial matters to executive and senior leadership

Information Technology

- Maintain competence in utilizing data driven strategies at the institutional, division and unit levels to evaluate and assess financial, accounting and related programs and services, focusing on improvement

Administration/Operations

- Partner with Division of Administration leadership team and other campus administrator and faculty colleagues regarding the University's administrative and operational processes, with a goal of continuously developing and improving systems
- Monitor all legislation relevant to the financial administration of the University to ensure that the University is compliant

- Serve as liaison to the University of Wyoming Board of Trustees Fiscal and Legal Affairs Committee
- Serve as primary contact with the State of Wyoming Auditor's and Treasurer's Offices

MINIMUM QUALIFICATIONS

- B.A. /B.S. degree
- Current CPA (Certified Public Accountant) **OR** Master's degree in Accounting, Business or Public Administration, Management or other business-related field
- At least 5 years of progressively more responsible experience in accounting and business-related financial and operations management
- Demonstration of significant experience of final responsibility for the quality and content of all financial reporting, financial control, debt management, and audit coordination for an organization
- Demonstrated in-depth knowledge of matters relating to accounting and finance, including government regulations and accepted internal financial control practices
- Demonstrated knowledge and experience providing accounting and fiscal management leadership in a complex organization
- Demonstrated diplomatic leadership and interpersonal, communication and relationship building skills necessary to working proactively across the University, both horizontally and vertically
- Demonstrated written and oral communication skills necessary to prepare and communicate clear and concise correspondence and reports to audiences at all levels of the organization, including the ability to translate financial concepts to colleagues who do not necessarily have financial backgrounds
- Ability and competence in implementing and managing automated financial systems including those involving electronic commerce; experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Demonstrated skill in the development of a team environment and the professional development of managerial subordinates
- Ability to work with great autonomy and exercise independent judgment in the discharge of duties
- Demonstrated personal qualities of integrity and credibility
- Value diversity of thought, backgrounds and perspectives
- Anticipate, understand, and respond to the needs of internal and external constituents to meet or exceed their expectations within organizational parameters

Preferred Qualifications

- Broad understanding of and experience using an Oracle-based financial system
- Direct experience working effectively within a higher education setting
- Dedication to the land-grant mission of the University of Wyoming