***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Finance & Operations for a School or Clinical Department**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Business Financial Operations

**Job Summary:**

Provides general financial and administrative leadership for all aspects of departmental functions in order to maintain their efficient operation, including preparing, monitoring, and administering all aspects of the budget process; oversees compliance with UMB administrative policies and regulations including financial services, Human Resources, and the interface of financial and academic policies. Oversees space utilization, equipment, and materials needed to support teaching and research for the facility.

**Essential Functions:**

* Responsible for achieving critical financial and administrative objectives for the School. Prepares the annual School budget. Controls the day-to-day administration of budget, including financial accounting and GAAP/GASB reporting, disbursements, and auditing.
* Analyzes and manages the interface between State and externally funded sponsored projects administered by either the University or affiliates; initiates and enforces corrective actions.
* Designs, maintains, and implements department policies by establishing standards and procedures, measuring results against standards, making necessary adjustments; delegates responsibility for records, purchasing, and payroll for the School.
* Supervises assigned staff, administrative and professional, within the framework of the organization's overall plan; is responsible for recruiting, selecting, evaluating, and training staff as well as planning, monitoring, and appraising job results.
* Works with the senior management on the strategic vision including fostering and cultivating stakeholder relationships on campus, city, state, and national levels, as well as assisting in the development and negotiation of contracts.
* Provides oversight for the coordination of maintenance and day-to-day operations for the School facility.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in finance, accounting, business administration, public administration or an equivalent field is required.

Experience: Seven (7) years spent progressively building a background in the various departmental functions

Supervisory: Five (5) years of experience at a management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1247I

SOC Code: 113030 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9358500

USM eCode: E24126 AAP Code: 1C