***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: **Executive Director, Finance & Operations**

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

Sub Family: Business Financial Operations

**Job Summary:**

The position provides general day-to-day leadership for financial operations for a school including establishing, monitoring, and reporting of all school budgets. The position is responsible for budget, financial analysis, and financial transactions processess.

**Essential Functions:**

* Direct the day-to–day management activities of the school’s budget for timely and accurate maintenance including general ledger and financial management reporting, academic commitments, and school’s operating units.
* Oversee financial accounting and GAAP/GASB reporting to include managing the school’s external financial reporting process; manage the periodic internal financial reporting process of the school.
* Establish and maintain policies and procedures with regard to internal accounting controls and school budget, accounting, and disbursements practices. Ensure that controls and practices are effectively communicated to the school community.
* Maintain financial management systems and internal controls required to ensure that the school commitment, operating, and cash management accounts are safeguarded and that accounts are appropriately maintained in order to ensure accurate financial data.
* Monitor and oversee all School asset and liability accounts; ensure proper accounting methodology, techniques, and policies are adopted in School operations.
* Acts as primary liaison between school financial department and key customers and campus partners such as UMB Financial Services on operational issues and GAAP reporting matters and Sponsored Projects Accounting.
* Works with the schools’ leadership 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.
* Creates a cohesive work team that works collaboratively to achieve unit’s goals. Oversees the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, and highly involved team.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Eight (8) years of accounting, budgeting, auditing, assessment of Internal controls, or financial analysis experience with at least five (5) years in specialization budget and financial analysis required.

Supervisory: Four (4) years of direct management involved in recruitment, training and professional development of staff and directly responsible for the performance of staff.

Licensure/Certification: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), or Certified Internal Auditor (CIA) preferred

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: E1213J

SOC Code: 113031 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9314702

USM eCode: E23124 AAP Code: 1C