



Administrator Position Description

Human Resource Office Use Only			
Approved Job Family		Effective Date	
Overtime Eligible YES NO		FLSA Test Date	
Employee		Supervisor MaryAnn Zemke	
Department Business Office	Working Title Director of Business Affairs	HRIS Position Number	Supervisor Title
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date		Annual Contract End Date	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The Director of Business Affairs reports to the Vice President for Finance and Administration and serves as the Controller for the University and is responsible for the integrity of the financial records and the safeguarding of the University's assets. The position is responsible for the processing and reporting of all financial transactions for the institution including operational activities associated with the collection and disbursement of funds and the recoding of all University financial transactions. The Director plans, directs, executes and maintains the fiscal accounting functions of the institution including but not limited to cashiering (collections), billing, accounts receivable, accounts payable, cash management, fixed assets, payroll, general accounting, grant and contract billing, auditing/review, and financial reporting.

The Director is responsible for financial reports that compare actual financial results with the adjusted budget, assesses financial condition and results of operations ensuring the overall financial health of the University. The Director is accountable for reporting any significant fiscal challenges within operating units of the institution to the Vice President for Finance and Administration. The Director ensures financial statements that accurately reflect the University's financial position in accordance with financial reporting and accounting standards (GAAP, GASB) and as defined by NACUBO; and board policy.

The Director ensures understanding of and compliance with state and federal laws, rules and regulations, as well as board, OUS and Oregon Tech fiscal, human resources and information technology policies and other external requirements and policies including but not limited to state and federal tax laws, Oregon Administrative Rules (OARS) and other external and internal requirements.

Other responsibilities include developing and implementing Oregon Tech financial and accounting policies and procedures; ensuring sound financial and budget processes; implementing strong internal controls; representing the University on various fiscal matters; resolving accounting related issues and concerns; developing strong formal and informal feedback systems; evaluating efficiency and effectiveness; and anticipating needs in developing recommendations and identifying best practices; and assisting the VP with strategic planning.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

- Bachelor's degree in accounting, finance, business administration or related field; and or CPA; or master's degree in accounting (MSA), finance (MSF), or business administration with accounting emphasis (MBA).
- 7+ years progressive experience in accounting, financial reporting and management with 5+ years of high level accounting, financial reporting and management experience.

Skills, Knowledge and Abilities

- Experience and an extensive working knowledge of financial, budget, and accounting systems including enterprise computing information systems.
- Experience in developing, implementing and maintaining internal control principles as defined and delineated by the COSO integrated framework.
- Experience with reviewing contracts and grant submissions.
- Thorough knowledge and understanding of accounting principles and their application.
- Knowledge of accounting standards Generally Accepted Accounting Principles (GAAP) with special emphasis on public higher education institution accounting standards Governmental Accounting Standards Board (GASB) and as defined by NACUBO.
- Ability to develop, and administer fiscal plans, financial system, policies and procedures.
- Ability to research and formalize accounting treatment of significant transactions.
- Ability to lead and motivate staff and manage personnel matters.
- Strong organizational skills.
- Active listener with excellent analytical skills.
- Excellent oral and written communication and interpersonal skills.
- Demonstrated commitment to ethical management, diversity and sustainable practices.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

Preferred Qualifications

- Professional credentials such as Certified Public Accountant (CPA), or Certified Management Accountant (CMA).
- Master's degree in accounting (MSA), finance, (MSF), business administration (MBA), public administration (MPA) or other relevant discipline.
- Higher education administration experience or administrative management experience including positions at large complex organizations.
- Experience in compiling year end financial statements for external audit review and board presentations.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff	1	1	6	6
3.Unclassified Staff	4	4		
4.Students / Others				

Coordinating Responsibility

Coordinates the institutional credit card functions for procurement card and travel cards, currently contracted through US Bank. Oversees and monitors the use of the credit cards to assess how well they meet institutional needs and identify additional un-met needs. Coordinates with Office of Institutional Research for reviewing and submission of

grants.

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal supervision

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Unlimited authority

b)departmental resources

Unlimited authority

c)institutional resources

Set up unexpended plant funds; timely collection of outstanding grant receivables; efficient use of supervised employee's time. Schedules training of assigned staff. In association with, and as directed by, the VP for Finance & Administration, the Director plans, manages and oversees the business affairs of the university. Position is accountable for the business operations of the university performed by staff within the Business Affairs Office; auxiliaries; service centers; and across campus. Director makes decisions independently on numerous appeals and requests for exceptions.

What kinds of decisions will the incumbent be expected to make?

Hiring, discipline, and termination of Business Affairs staff and the assignment of work.

How to conduct business, which type of contract or process to use.

How to interface business processes with other departments.

How to allocate budget dollars to various needs.

How to provide the training required for employees of the Business Office to be effective in their jobs.

How much to charge for various services.

How to respond to appeals - for waiving various charges on student accounts, faculty request for exceptions to various policies and so forth.

How far to go with delinquent accounts before denying services, how lenient to be with payment plans, when to assign accounts for collection.

Whether or not to release a transcript to a student with a delinquent account.

When to commit institutional funds.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

<input checked="" type="checkbox"/>	Delegated authority to develop and monitor*	\$55M plus Grant Budgets
<input checked="" type="checkbox"/>	Develops, monitors* and controls*	\$1.5M
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input type="checkbox"/>	Purchase only with higher level OK	\$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Board of Trustees)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN
Student and Parents	Explain policies and procedures at ROAD events and answer general questions prior to registration. Answer questions and explain policies and procedures regarding tuition and fees, refunding, and risk management. Review appeals requesting exceptions regarding special situations for refunds, collections, emergency loans, and exceptional payment terms, etc.	Daily
Faculty, Administrators and Classified Staff	Interpret and explain policy on issues including travel management, purchasing, risk management, pay advances, professional services contracts, grants and contracts, allowable expense reimbursement, and others. Answer questions and provide training on the use of FIS and related reporting. Respond to appeals for exceptions to the various policies (use of procurement cards, pay advances, travel policy, use of departmental S&S funds, so forth). Explain how to proceed with various unusual needs or creative situations.	Daily
Legal Council	Legal review, seek advice	Occasional
Peers at other Universities	Sharing, gathering and comparing information.	Monthly
Colleges and Universities outside of OUS	Negotiate agreements for coordinating financial issues with OHSU, community colleges, etc. for programs with dual enrollment and/or shared degrees. How, when and where will students pay tuition and fees; which institution will retain fees; how are fees transferred between institutions.	Monthly
Faculty and Administrators	Giving or securing information, explaining policies or operations, problem solving and training.	Daily
Chancellor's Office	Giving or securing information, solving problems, providing input about changing method of operations, and reporting requirements.	Monthly
General Public	Giving or securing information, problem solving, and invoicing.	Frequently
Oregon Tech Executive Council	Giving or securing information, explaining policies or operations, problem-solving.	Frequently
Office of Contracts and Purchasing and Risk Management	Serve as back up for purchasing, contracts, and risk questions.	Occasional
Principal Investigators (Grant PI's)	Provide accounting and budget guidance and requirements for grant applications	Frequently
Grant Funding Agencies	Giving or securing information, problem solving and grant invoicing	Monthly

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1.1	<p>Operations</p> <p>Direct and supervise, through department managers and supervisors, the following operations:</p> <ul style="list-style-type: none"> *Accounting Services *Accounts Payable/Travel/Procurement Card Management *Cash Management *Accounts Receivable/Cashiering/Billing *Business Services (Auxiliary, Service Centers) *Grant Accounting *Payroll Administration *Supervision of manager includes hiring new employees, employee performance, discipline, assist in problem resolution and recommend termination. <p>Manage and develop staff within business affairs by:</p> <ul style="list-style-type: none"> *Intertacting with managers and staff to see that all duties and reponsibilities are carried out effectively. *Identify needs for addtional training and arrange for required training. *Evaluate employees performance via the annual evaluation and additional discussions and observations. *Cover daily tasks as needed for Accounting, A/R & Payroll Managers and Business Services/Grant Accountant. 	Daily	50

<p>1.2</p>	<p>Oversee financial operations and financial reporting for the University.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> *Collecting all monies owed to Oregon Tech and for paying all obligations owed by Oregon Tech in a timely manner. *Review financial transactions, determine best process for handling non-standard transactions, and sign all checks. *Assist departments by providing training and answering their questions regarding their departmental financials and use of the Banner FIS & SIS. *Work with the Chancellor's Office to collect and submit the information required for preparation of financial statements. *Provide ad hoc reports. *Interpret and ensure compliance with federal and state regulation, policies and procedures. 	<p>Daily</p>	
<p>1.3</p>	<p>Oversee the printing of accounts payable and payroll checks</p> <p>Policies and Procedures require:</p> <ul style="list-style-type: none"> *Maintain security of blank check stock in locked storage area. *Record blank check stock usage and account for all checks written. *Deface and retain all voided checks. *Authorize replacement of lost or destroyed checks. *Physical control of check signing equipment and software. 	<p>As needed</p>	

<p>1.4</p>	<p>Auxiliary and Service Centers</p> <p>* Contract Manager for out sourcing services which include - Sodexo, Follett and POA Agreements.</p> <p>*Analyze and monitor financial activities of auxiliary services (Residence Hall, College Union, Student Activities, Athletics, Student Health Service, & Parking)</p> <p>*Develop and provide management reports to auxiliary directors as well as to the Vice President for Finance and Administration; These may include income statements, balance sheets, trend analysis, cash flow forecasting, breakeven analysis, pricing, etc.</p> <p>*Serve in a business consultant role by reviewing and making recommendations regarding auxiliary operating procedures as they relate to proper accounting and prudent financial management.</p> <p>*Perform regular audits to insure processes conform to university policies and GASB standards, that transactions are correctly coded and posted in a timely manner.</p> <p>*Review and develop methodologies for calculating auxiliary assessments.</p>	<p>Daily</p>	
<p>1.5</p>	<p>Grant Accounting(Perform and/or delegate and supervise):</p> <p>*Work with Principal Investigators (PI's) and Project Directors during application stage to insure submitted budgets include appropriate F&A rate and OPE calculations as well as meet both granting agency requirements and Oregon Tech accounting requirements.</p> <p>*For each new grant and contract award, establish grant code, fund code, and index in the Banner system; post grant/contract budget.</p> <p>*For reimbursable grants, bill funding agency or direct the draw of funds for agencies using electronic systems, monitor receipt of reimbursements.</p> <p>*Maintain master electronic file of active grants, noting grant terms and dates of required reporting; maintain "audit proof" physical grant files, insuring completeness of documentation; proposals, official award notifications, extension, invoices, payment receipts, correspondences, etc.</p> <p>*File government required reports.</p>	<p>Frequently</p>	

1.6	<p>Oversee submission of OregonTech's data for inclusion in the OUS Fee Book.</p> <p>*Work with Executives and Oregon Tech departments to communicate the process and directions from Chancellor's Office for submission of tuition and fee proposals.</p> <p>*Collect proposals for tuition, fees, room and board, etc.</p> <p>*Prepare proposal in proper format along with justifications for all increases and new fees.</p> <p>*Submit to Chancellor's Office and respond to questions and required changes.</p> <p>*Review and proofread draft fee book.</p> <p>*Distribute new rates to campus departments after the hearing process has taken place and the final approval granted.</p>	Annually	
2.1	<p>Financial Analysis and Reports</p> <p>Perform financial analysis including:</p> <p>*Cash Flow projections.</p> <p>*Debt service analysis for University initiatives such as leasing arrangements, new construction/renovation and capital outlays</p> <p>*Create financial models and develop realistic assumptions.</p>	Frequently	40
2.2	<p>*Maintain integrity of current accounting period and yearly information.</p> <p>*Generate various reconciliations and reports to comply with specific requirements.</p>	Frequently	
2.3	<p>Assist Budget Office with developing models to:</p> <p>*Use in projecting tuition revenue, state funding, payroll, benefit costs, service and supplies expense, travel, capital outlay, fund transfers and fund balances.</p> <p>*Prepare annual and multi-year revenue and expense projections.</p>	Frequently	

<p>2.4</p>	<p>Prepare or oversight preparation of management/executive reports:</p> <ul style="list-style-type: none"> *Monthly reserve reports. *Quarterly management report for State Board of Higher Education and Executive Council. *Various financial status reports as needed such as debt service schedule. *Power point presentations for Fiscal Operations Advisory Committee (FOAC) of financial updates. *Daily Cash and Fund Balance Reports. *Annual financial reports. *Monthly balance sheet reports. *Monitor the budget and actual financial operations and provide status reports and report any adverse differences. *Tuition and other revenue reports. *Run reports using COGNOS extracting information from FIS banner. *Financial performance reports from dashboards. 	<p>Daily, Monthly & Quarterly</p>	
<p>2.5</p>	<ul style="list-style-type: none"> *Request and track plant funds and budget for capital construction and maintenance projects. *Request plant funds to be set up by OUS; notify OUS of funds to be closed. *Analyze and monitor plant funds, including construction projects. *Analyze and track debt service obligations, including: <ul style="list-style-type: none"> - performing required accounting entries such as year end SELP loan updates. - requesting reimbursements from OUS for various funded projects. *Develop and provide regular management reports for capital projects and debt service including comprehensive project reports for those projects funded by multiple funding sources. 	<p>As needed</p>	

2.6	<p>Use data warehouse query software (COGNOS) reports and FAST reports to substantiate:</p> <ul style="list-style-type: none"> *Expenditures and Oregon Tech match requirements fo various grants, as required. *Operating budget entries, comparisons to actuals. *Basis for allocation of various assessments from the Oregon University System. *Explanation of various financial mangement and budget requests. *Position details. *Other reports as requested. *Auxiliary Operations adherence to budgets. 	As needed	
2.7	<p>Provide information to campus administrators, department chairs and directors on:</p> <ul style="list-style-type: none"> *Accounting clarification *Fiscal analysis *Assist in finding solutions for current and projected financial decision-making. 	Daily	
2.8	<p>Analyze and monitor business processes.</p> <ul style="list-style-type: none"> *Determine where improvement can be made to improve efficiency and/or effectiveness. *Evaluate the pros and cons of adopting new technology in business settings. 	As needed	25
2.9	<p>Solve problems and create solutions.</p> <ul style="list-style-type: none"> *This position is presented with a wide variety of situations that often require creative solutions. *Many times the problem has been reviewed by any number of others before being referred or appealed to this position. *Determine when exceptions should be made for students, staff, faculty, and the public. 	Daily	

3.1	<p>Internal Control and Fiscal Integrity Maintain integrity of current accounting period and yearly information.(perform and/or delegate and supervise)</p> <p>*Setup individual fiscal years and related accounting periods.</p> <p>*Direct the monthly and annual closing of the books.</p> <p>*Ensure that all entries intended to be in current period have been approved.</p> <p>*Prevent inclusion of entires for other than current period or year.</p>	Montly and Fiscal Year End	15
3.2	<p>Coordinate audit functions.</p> <p>*Work with external auditors on the financial statement audit to provide required information.</p> <p>*Respond to audit notes or findings; work with internal audit to assist with departmental audits and provide required information on processes and/or transactions as requested.</p> <p>*Work with internal and external auditors during routine and specialized audits.</p>	As needed	
3.3	<p>Adhere to Controller's Division Closing of the books Instructions and Deadlines.</p> <p>*Prepare information required to create financial statements and related notes.</p> <p>*Prepare information for external auditors as they will be reviewing as part of their audit of financial statements.</p> <p>*Complete tasks necessary to close the books through period 14.</p> <p>*Generate various reconciliations and reports to comply with specific requirements.</p>	Year End	

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1.2,1.4,2.4,2.6,3.1,&3.2	<ul style="list-style-type: none"> • Experience and an extensive working knowledge of financial, budget, and accounting systems including enterprise computing information systems.
1.2,1.3,1.4,3.1,3.2,&3.3	<ul style="list-style-type: none"> • Experience in developing, implementing and maintaining internal control principles as defined and delineated by the COSO integrated framework.
1.5	<ul style="list-style-type: none"> • Experience with reviewing contracts and grant submissions.

1.1,1.2,1.4,1.5,1.6,2.1,&2.9	<ul style="list-style-type: none"> • Thorough knowledge and understanding of accounting principles and their application • Knowledge of accounting standards Generally Accepted Accounting Principles (GAAP) with special emphasis on public higher education institution accounting standards Governmental Accounting Standards Board (GASB) and as defined by NACUBO.
1.2,1.3,1.4,1.5,1.6,&2.4	<ul style="list-style-type: none"> • Ability to develop, and administer fiscal plans, financial system, policies and procedures. • Ability to research and formalize accounting treatment of significant transactions.
1.1	<ul style="list-style-type: none"> • Ability to lead and motivate staff and manage personnel matters.
All	<ul style="list-style-type: none"> • Strong organizational skills. • Active listener with excellent analytical skills. • Excellent oral and written communication and interpersonal skills. • Demonstrated commitment to ethical management, diversity and sustainable practices.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

Must be able to understand and adapt to constantly changing business needs, and to lead team in innovative solutions. This position is presented with a multitude of situations that require special considerations. Must be able to recognize potential liabilities and problems to create solutions.