

## **Associate Vice President for Administration and Finance/Budget Director**

For best consideration apply by May 31, 2019.

### **Position Summary**

The Associate Vice President for Administration and Finance/Budget Director (AVPAF) is responsible for assisting the Vice President for Administration and Finance (VPAF) in providing administrative oversight for managing and directing the University's administrative affairs division. The position is also responsible for preparing, monitoring and reviewing all components of the budget, ensuring the integrity of the reported information. The position has oversight for the Office of Budget & Analysis and the Business Office.

### **Primary Duties and Responsibilities**

- Associate Vice President for Administration and Finance
- Assist the VPAF in providing administrative oversight for managing and directing the University's administrative affairs division which includes: Campus Police, Facilities Management, Information Technology & Communication, Property, Purchasing, and Sponsored Projects Administration. The position also assists in the administrative oversight for the NM State Mine Inspector, NM MESA, and La Luz Academy at Kirtland Air Force Base.
- Direct management responsibility for the Business Office, Office of Budget & Analysis and Campus Post Office. Direct reports consist of the Controller, Post Office Manager, and Administrative Analyst and as the Budget Director, the Associate Director of Budget.
- Assist the VPAF in providing administrative support for other areas to include capital projects, debt and investment management, and internal audit functions.
- In conjunction with the Business Process Analyst work towards creating opportunities to make business processes more effective.
- Support the VPAF in the year-end financial process including coordination of the annual external audit.
- Serve as Acting VPAF as assigned.
- Attend meetings for the VPAF as assigned.
- Sign documents for the VPAF when the VPAF is away from campus.
- Perform other duties as assigned.

### **Budget Director**

- Assume responsibility for preparation of budget documents for submittal to the New Mexico Higher Education Department in a timely and accurate manner.
- Serve as the primary budgetary advisor on policies, procedures, regulations and statutes promulgated by the State of New Mexico.
- Assume responsibility for preparing accurate financial data and reports for the various internal and external constituents.
- Assume responsibility for the analysis, control and maintenance of the University's annual operating budget.

**Associate Vice President for Administration and Finance/Budget Director**

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- Assume responsibility for transitioning the University to a more comprehensive budget process consistent with the resources available and the financial goals outlined in the University's strategic plan.
- Continue to improve the budgeting process.
- Coordinate with the Human Resources Office all activities related to position control, personnel budgets, benefit budgets and various other personnel budget related issues.
- Interact with all areas of the University in regard to budget resources and allocations.
- Prepare annual non-profit tax return (Form 990) and any other required tax filings in a timely and accurate manner.
- Supervise employees within area of responsibility.
- Coordinate with former NMT budgetary leadership to provide historical information and recommendation on the use of NMT reserve and other funds.

**Essential Functions**

- Knowledge of federal, state and University guidelines.
- Knowledge of generally accepted accounting principles and procedures.
- Knowledge of generally accepted business practices.
- Knowledge of state higher education requirements and their relationship to the University community.
- Ability to exercise good judgement in evaluating situations and making decisions.
- Ability to successfully coordinate the budget planning process.
- Ability to develop and maintain budget models and scenario forecasting.
- Ability to maintain proper control over the University's budget and provide accurate budget analysis.
- Ability to efficiently operate a personal computer and associated software; Banner, Google Mail and Microsoft Office including Word, Excel and Power Point.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations within the University and the public.
- Ability to handle multiple tasks simultaneously.

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**Required Minimum Qualifications**

- Master's degree in an appropriate area of specialization and six years of higher education experience or ten years of experience in a non-profit organization; or bachelor's degree in an appropriate area of specialization and ten years of higher education experience or twelve years of experience in a non-profit organization.
- Knowledge of fund accounting and how it applies to higher education.
- Minimum of five years related supervisory experience, preferably in a higher education setting.
- Demonstrated proficiency with computerized information systems and the ability to adapt and use them in specific environments.

**Additional Preferred Qualifications**

- Attainment of a professional license such as a Certified Public Accountant certificate or Certified Management Accountant designation.
- Experience in a New Mexico higher education institution or organization.

**Salary is negotiable commensurate with education and experience.**

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