

Position Information

Classification Title:	Assistant Vice President, Administrative Affairs
Working Title:	Assistant Vice President Financial Management
Position Number:	980193
Salary:	\$100,000 - \$150,000
Work Days And Hours:	Monday - Friday, 8:00 a.m. - 5:00 p.m. Hours may vary.
FTE:	1.0
Job Posting Date:	01-10-2018
Job Close Date:	01-17-2018
Position Summary:	<p>The Assistant Vice President (AVP) for Financial Management is an integral member of the Division of Research's (DoR) executive team, serving as the primary source of expertise for the Division's financial operations and processes.</p> <p>The AVP has oversight of resource planning, is entrusted with providing sound fiscal and business control processes, as well as lending decision support in strategic planning initiatives. The AVP for Financial Management is responsible for leading and supervising the Research Accounting unit within DoR.</p> <p>Develops, implements and communicates operational policies in a facilitative manner to encourage research growth. The AVP provides leadership and financial guidance to all the DOR units, as well as the University Pillars reporting to the Division of Research.</p> <p>Responsible for establishing and communicating financial goals driven by strategic initiatives implemented by the division. Assists in decision-making related to deployment of financial resources to strategically drive initiatives in response to the rapidly changing research environment at FAU.</p> <p>Works with key members of various FAU divisions to develop, interpret, coordinate and communicate FAU policies on finance, accounting, budgeting and auditing. The AVP provides financial guidance to the Pillar Directors and advises them on how financial changes impact their institutes. Participates in the development of a multi-year financial plan for the division and pillars.</p> <p>Implements sound financial planning, business analytics and financial controls. Also provides transparency, accountability and responsibility in a service-oriented manner.</p> <p>Responsible for the indirect cost rate agreement negotiations.</p> <p>Serves on the Budget and Auxiliary Committee for the financial review and approval of service recharge centers that charge grants.</p> <p>Serves as Treasurer of the FAU Research Corporation.</p> <p>Provides internal and external financial, grants and contracts reports as</p>

needed.

Provide a financial oversight to the more than 15 Departments/Units, Centers and Institutions contained within the Division of Research.

Other duties as assigned.

Position Type:

AMP

Eligible Applicants:

All (Internal and External)

Index No. (Financial Org):
Indicate % If Multiple Indexes.

Bachelor's Degree from an accredited institution with emphasis in finance or business and fifteen years of experience in financial planning, budgeting, forecasting, modeling, grants and contracts accounting, auditing, and regulatory compliance with increasing responsibilities during that time, required.

Master's Degree from an accredited institution in a related field preferred.

Minimum Qualification:

Experience in working in a research-intensive academic environment highly preferred.

Exceptional communication skills and a customer oriented attitude.

Highly effective in verbal and written communication skills.

Excellent financial and critical thinker.

Highly proficient in financial management and analytical skills.

College/Department:

OFC OF THE VP FOR RESEARCH

Campus:

Boca Raton

Individuals with disabilities requiring accommodation, please call 561-297-3057.

Special Instructions to the Applicant:

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background, motor vehicle and credit check is required for the selected candidate prior to the start date.

Class Code:

9271

Quicklink for Posting:

jobs.fau.edu/applicants/Central?quickFind=62972

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