

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION
POSITION ANNOUNCEMENT**

Title: Director
Functional Title: Director of Finance and Administration
Category Status: 12-month Exempt Staff, Full-time Regular Position
Unit: Associate Dean and Director UME
Position Number: 129754
Location: College Park, Maryland (Symons Hall)

The University of Maryland College of Agriculture and Natural Resources (AGNR) is a leading land-grant institution that provides teaching, research, and programs through the University of Maryland Extension (UME) to a diverse clientele in the State of Maryland and beyond. UME provides non-credit research-based educational programs and conducts applied research with a \$23 million budget and around 350 employees in over 30 offices around the state.

UME seeks a Director of Finance and Administration to oversee and guide departmental financial, administrative, personnel management functions, and IT staff. This position supports UME's vision, mission, program priorities, and statewide operations while ensuring the implementation of university, college, and departmental policies and procedures. The director reports to the Associate Dean/Associate Director and oversees business managers, IT coordinators, and related staff while serving as a resource for UME senior administrators, area/city extension directors, and directors/coordinators in fiscal management, HR management, and other administrative services. The Director of Finance and Administration is a member of UME's leadership team.

The Director will provide strategic financial guidance and leadership, working on crucial tasks such as financial analysis, reporting, budget creation, forecasting, long-term strategic financial planning, expense tracking, compliance, and internal control functions. The director advises the Associate Dean and senior admin team concerning administrative services, personnel, departmental, college, and university policies, fiscal matters, and budgets. This position will manage financial operations with business managers and staff; oversee pre-award and post-award management; manage department IT coordinators and resources; oversee personnel-related functions; and support AED/CEDs in financial allocation, management, and planning at county/city offices.

The position works closely with college-level finance, grant management, Human Resources, Compliance, and Diversity offices and serves as a liaison between the college and university units on behalf of UME in fiscal, personnel management, and adherence to administrative procedures.

Responsibilities include but are not limited to:

- Provide accountability for the department through the budget management and timely reconciliation of all financial accounts (e.g., federal, state, county, agency accounts, Extension Advisory Councils accounts, foundation, and sponsored programs).

- Manage UME's day-to-day business operations and administration, such as fiscal operations, fund management, procurement, inventory, and fiscal operations, in collaboration with business managers, coordinators, and other staff.
- Directly supervise business managers and coordinators and provide indirect leadership for business managers, business management specialists, and other related staff within the department. Assure compliance with fiscal procedures and regulations. Serve as a liaison between the college and university on behalf of the UME in fiscal and personnel management. Additionally, the Director of Finance is responsible for sharing UME's funds related to the land grant mission.
- Oversee direct management and administration of federal, state, and local funds (33 counties in Baltimore city) for all field-based units, including UME personnel stationed at Research and Education Centers. Support AEDs, and the Baltimore City Extension Director in budget preparation, proposals, justification, funds management, and long-term financial planning.
- Responsible for strategic financial guidance and leadership, working on crucial tasks such as financial analysis, reporting (trend data or other required reporting), budgeting, forecasting, long-term planning, expense tracking, exploring new opportunities, compliance, and internal control functions.
- Assist in developing policies and procedures for UME and execute effective communications about policies and procedures across the organization. Manage financial and administrative systems as required. Establish relationship with the Assistant Dean and coordinate physical presence in county and city government.
- Provide departmental management of the contract and grant proposal submission process for the faculty. Manage the department staff for the submission process with college AgPAS, develop budget and budget models, oversee the post-award management process, and prepare reports. Oversee the post-award process at the department level and create systems and processes for tracking, projecting, and growing contracts/grants activities for business managers, coordinators, business management specialists, and other field staff.
- Manage department IT coordinators and resources; oversee personnel-related functions in collaboration with the Associate Dean, Senior Admin Team, and AED/CEDs. Coordinate with AED/CEDs on local facilities and maintenance of offices and space.

Minimum Qualifications Required to Perform Work

Education (including licenses, certifications, etc.):

A bachelor's degree is required; a master's degree is preferred. One of the degrees must be in Business, Finance, or a related field.

Experience and Skills:

Seven or more years of budgetary management experience in a progressively responsible position(s) with outstanding leadership, management, and organizational skills; Minimum of three years' supervisory experience; Demonstrable financial experience with preparing detailed financial analysis, managing complex data and long-term budget projections; Strong working knowledge of university accounting and

internal organizations, financial policies and procedures; Demonstrable experience of federal regulations regarding fiscal management of federal funds (Uniform Guidance) and federal acquisition regulations; Excellent computer skills and business application software; The ability to assist with the development of potential solutions or policies to address financial and administrative issues; Ability to train and instruct business, and other staff on fiscal policies, procedures, and compliance. Excellent interpersonal, communication, and organizational skills. Confidentiality skills for handling sensitive information and adaptability skills for managing change and unpredictability.

Experience in higher education with fiscal, personnel, and administrative responsibilities is preferred. Previous work experience with a Land Grant Institution is a plus. Experience in university policies, procedures, and processes is highly desired. Workday knowledge is a plus.

Physical Demands of Position

Must be able to remain in a stationary position at least 85% of the time; Constantly operates a computer and other office productivity machinery such as a calculator, copy machine and computer printer; Capable of exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects; entry work.; Must have visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, and viewing a computer terminal; extensive reading; Must be able to maneuver around the campus to attend meetings and pick up time-sensitive items from other departments. Must be able to travel statewide for meetings and training in county offices or research and education centers.

Salary and Benefits: Salary will be commensurate with experience. The University of Maryland offers an extensive benefits package. Exempt benefits: <https://uhr.umd.edu/benefits-and-wellness>

Applications: All candidates must apply online at <https://ejobs.umd.edu>. Position Number # 129754
A complete application packet includes a cover letter, resume, copies of transcripts, and three professional references, including name, mailing address, telephone number, and e-mail address.

Closing Date: For best consideration, complete the application by October 7, 2024. The position will remain open until a suitable candidate has been identified.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.