

Request to the Board of Governors November 9, 2012 Meeting

**Primary Purpose of the Organizational Unit:**

The Finance Division at UNC General Administration (UNCGA), as directed by the Board of Governors, President of the University and the Chief Operating Officer, is responsible for creating the unified budget and administering the University's financial affairs.

**Primary Purpose of the Position:**

The Senior Associate Vice President for Finance (EPA 141) reports to the Chief Operating Officer and serves as the primary advisor to the Chief Operating Officer on all financial issues at UNCGA. The Senior Associate Vice President serves as the leader and senior member of the budget and financial management team in the Finance Division at UNCGA. The Senior Associate Vice President for Finance works collaboratively with the staff in UNCGA and Chief Business and Fiscal Officers from the unique seventeen campuses of the University of North Carolina to accomplish strategic financial priorities of the University.

**Key Duties:**

- The Senior Associate Vice President for Finance serves as the primary advisor to the Chief Operating Officer on financial matters at UNCGA.
- The Senior Associate Vice President for Finance manages the day-to-day activities of the budgeting and financial management team at UNCGA with responsibility for preparing the unified budget request to the NC General Assembly; expansion, capital, and continuation budgets; OSBM reporting; property/facilities projects; performance and enrollment funding; tuition and fees setting; treasuring and debt management; and financial forecasting.
- The Senior Associate Vice President for Finance participates in the development, supervision, and implementation of financial and operational policies and procedures at UNCGA.
- The Senior Associate Vice President for Finance works with the UNC Board of Governors related to financial issues.
- The Senior Associate Vice President for Finance develops strong collaborative relationships with various state entities such as Fiscal Research, State Budget Office, and State Controller's Office to improve financial policies, programs and services for UNCGA.
- The Senior Associate Vice President for Finance ensures compliance with state and federal laws.
- The Senior Associate Vice President for Finance represents UNCGA on various state and national committees, associations, councils, and other related organizations as appropriate.

**EPA Minimum Qualifications:**

The position requires a Master's degree in Accounting, Public Administration or a related field and a minimum of ten years of senior level fiscal management experience in a complex university and/or governmental setting.

**Competencies:**

- Honest and integrity. A demonstrated compliance with and appreciation for financial and operational integrity.
- Ability to provide financial leadership to ensure that funds are spent efficiently and effectively, that multiple sources of revenue are pursued, that tuition and fee rates are set at appropriate levels, and that auxiliary enterprises are operated effectively
- Demonstrated strong analytical and quantitative skills
- Knowledge of information systems for finance and business
- Demonstrated strong management, collaborative and communication skills

- An appreciation for the diversity and unique characteristics of the individual institutions comprising the system
- Experience with and commitment to strategic planning in a complex academic environment
- Understanding of and experience in administering the research, teaching and public service missions of a public university
- Experience in representing a university system effectively, with attention to its varied constituents, partners, governing boards, accrediting, legislative and other external bodies and the public
- A thorough understanding of federal and state government laws and processes
- Ability to lead thoughtfully, manage, promote participation and teamwork, think strategically, and take bold actions
- Ability to think creatively about financial and business issues
- Ability to implement change

# APPENDIX S

## Finance

