

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for
Finance and Operations

EEO CATEGORY: Administrative
JOB NUMBER: 9-0602
STATUS & GRADE: E-NC
DATE: 07/1999

DEPARTMENT: Accounting

EDUCATION & EXPERIENCE REQUIREMENT: Bachelor's Degree in Accounting or related field, plus seven (7) years related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Work involves administrative skills requiring the ability to adapt and apply broad policy and direction to a variety of frequent complex situations. High level of independent judgment, resourcefulness, creativeness, and initiative is required. Errors are hard to detect or correct with very large loss potential.

SUPERVISION GIVEN & RECEIVED: Receives minimum directions from the Vice President for Finance and Operations. Work methods are determined almost entirely by the incumbent who is virtually self-supervised due to specialized/knowledge and experience. Executive-Directs managerial and/or professional staff personnel.

PRIMARY RESPONSIBILITIES: Responsible for the following functional areas of Finance and Operations: Administrative Accounting, Contracts and Grants Administration, Payroll, Residence Life, Dining Services, and Financial Aid. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Strong leadership skills and ability. Ability to exercise discretion and independent judgment. Skilled in the development of policies and operational procedures. Strong interpersonal skills. Asset and fiscal resources management skills.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.