



Position Title: Associate Vice Chancellor for Finance

Position Summary:

IUPUI, a core campus of the Indiana University (IU), invites applications for the position of Associate Vice Chancellor for Finance. The position resides in the Division of Finance and Administration and reports directly to the Vice Chancellor of the division. The primary role of the position is to oversee the financial activities for the IUPUI campus to ensure compliance with IU policy, GAAP, GASB, and other accounting standards such that the financial records are accurate and with integrity. This person will provide direction and oversight for the budgeting process at IUPUI for the Vice Chancellor for Finance and Administration; lead and direct the Financial Operations in supporting the financial data and information needs of the Vice Chancellor and Campus Administration for strategic and operational decision-making; and serve as a resource for preparing financial analyses for projects at IUPUI. In addition, the person will direct the year-end closing activities for IUPUI and monitor cash balances, budget balances, and projections to identify potential problem areas. The person will provide oversight for the daily operations of the IUPUI Budget Office and the IUPUI Office of the Bursar and will serve as campus liaison with the University Budget Office and Financial Management Services for budget and financial transactions.

Primary Duties and Responsibilities:

- Provide monthly campus level financial reports to Campus Administration encompassing comparisons (e.g., budget to actual, actual to actual), analyses of future spending for the fiscal year, identifying negative financial trends or areas of concern, and calculating reserve balances in order that the Vice Chancellor for Finance and Administration to develop financial plans for the campus. Support the Vice Chancellor and Chancellor by providing financial data to inform of the financial performance, areas of opportunities, and are able to make informed decisions about resource allocations.
- Lead the financial processes for IUPUI to include the budget process, fiscal analysis, and year-end closing to ensure compliance with University policies and guidelines and accurate financial reporting to internal as well as external stakeholders.
- Serve as a primary liaison to Fiscal Officers, Deans, and University Administration offices such as University Budget Office, Financial Management Services, and Internal Audit for the IUPUI campus. Provide interpretation of financial policies, guidelines and procedures to apply consistent approaches to situations. Serve as a thought leader on the campus to strategize how to advocate best for the campus and ensure other relevant individuals are included in pertinent discussions to enhance campus involvement.
- Lead and manage the development and execution of the Campus Assessment methodology by incorporating the appropriate structure for financial transactions and validating the accuracy of the transactions for financial reporting. Implement the annual overhead of assessments and

distributing information regarding the process to various groups including Fiscal Officers, Resource Planning Committee, and Deans to allow Schools and Administrative Units to prepare financial projections and make informed budgetary decisions.

- Monitor financial transactions and reporting for the IUPUI campus for reports to the campus and University Administration. Working with RC Fiscal Officers, responsibility to incorporate adequate internal controls regarding financial transactions are developed and maintained to achieve financial accuracy. Work with University Administration, Internal Audit, and IU Foundation to develop appropriate processes for financial transactions to ensure compliance with policies and guidelines. In collaboration with University Administration units, coordinate the training for financial processes at IUPUI to ensure consistent financial processing. Serve as Fiscal Officer and thought leader to the Chancellor for the Executive Management budget to ensure adequate controls and information for budgetary decisions.
- Serve as a resource for financial analysis for projects at IUPUI. Work with Schools as necessary to develop financial plans for new programs, projects, or financial recovery situations. Ensure adequate resources are available for projects/programs as necessary. Manage the campus commitments and resources.
- Oversee the fee request process for IUPUI. Work with campus units to provide guidelines and processes for submitting the requests for instructional and non-instructional fees. Ensure compliance with University guidelines regarding fee requests. Provide justifications for any rate requests and respond to inquiries.
- Manage the finance functions for IUPUI including providing strategic direction to the units within Finance. The portfolio includes direct supervision of the Budget Office and the Office of the Bursar. Create and improve related business processes and procedures for effective and efficient processing. Enhance team building opportunities within the unit. Ensure Service with Distinction goals are incorporated within all Finance units and that units continue to strive for exceeding service expectations. Manage the direct report positions within Finance including hiring, workforce development, performance management and progressive discipline as necessary. Develop annual goals and objectives for Finance in consultation with the unit directors and determine metrics of success.

Qualifications

- Minimum Education: CPA or Master's Degree in Accounting, Finance, or related field.
- Minimum Experience: At least 10 years of progressive financial experience in a large complex institution, preferably in Higher Education. At least 5 years of supervisory experience is required.
- Employee must be able to communicate effectively, both written and verbal, with faculty, staff, students, and other stakeholders. Problem solving skills, the ability to work independently and under deadlines is important to success in this position. Must be able to prioritize and balance several major projects at the same time while remaining flexible to changing priorities. Demonstrated leadership including team building and workforce development, strategic thinking, and implementation skills are required.