

Vice President for Business Affairs

Job Description

The Vice President for Business Affairs serves as the Chief Financial Officer of the University and senior financial advisor to the University President. As a highly visible member of the University leadership team, the VP works collaboratively with other members of the President's Executive Cabinet to advance the University's mission and goals, ensure financial stability, and promote an environment of continuous improvement. Specific duties include:

- Develop and administer the University's operating budget while ensuring strategic fiscal, facilities, and personnel management for the campus
- Manage and provide oversight for the Office of Business Affairs, Purchasing, Payroll, Accounts Payable, Accounts Receivable, Bursar, Facility Services, Human Resources, Auxiliary Services, the UNO Lakefront Arena, and contracted units (e.g., bookstore, food service, building services), among others
- Analyze, forecast, and evaluate spending levels relative to projected available resources
- Develop procedures for preparation and review of financial statements
- Create and administer business policies, internal controls, and procedures
- Represent the President and the Institution at internal and external group meetings as needed
- Foster an environment of inclusivity, equity, respect, and integrity
- Regularly inform the President of typical and emerging issues and opportunities
- Perform other duties as assigned by the President.

REQUIRED QUALIFICATIONS

- Earned master's degree or MBA
- Minimum of ten years of progressively responsible experience in finance, management, and administration, preferably at a higher education institution
- Demonstrated knowledge of budgeting, accounting, and higher education rules and regulations as well as change management
- Evidence of developing and implementing initiatives that contribute to the strength and sustainability of the organization
- Demonstrated innovation and entrepreneurship in revenue generation
- Track record of successful leadership and management of personnel and resources in a large and complex organization
- Demonstrated ability to foster teamwork and to work with cross-functional teams

- Results-oriented, strongly organized, with excellent interpersonal, verbal and written communication skills
- Demonstrated commitment of working with and supporting diverse populations, and awareness of issues affecting women and minority populations.