

The University of Texas at Austin Job Posting:

Senior Associate Athletic Director, Business Operations

Job Title	Senior Associate Athletic Director, Business Operations
FLSA status	Exempt
Posting number	12-01-27-01-0827
Job Status	Open

Basic Information

Earliest Start Date	02/01/2012
Position Duration	Funding expected to continue
Position open to	all applicants
Monthly salary	OPEN
Hours per week	40.00 Variable
Location	Austin (main campus)
Hiring department	Intercollegiate Athletics

General Notes Extended hours, weekends and holidays during peak periods and events.

Required Application Materials

- A Resume is required in order to apply
- A Letter of Interest is required in order to apply.
- A List of 3 References is required in order to apply.

Additional Information

Purpose of Position To provide strategic financial consultation and lead/manage the operations of the Business operations of the Intercollegiate Athletics (IA) Department.

Essential Functions Provide strategic counsel to the leadership of the Intercollegiate Athletics (IA) department in the area of finance and budget ensuring optimum resource allocation and fiscal strength. Lead and manage a department consisting of financial reporting, accounting and budgeting, human resources operations, travel management, contracts administration, Information Technology, sports camps and clinics, and Equipment Operations. Supervise the unit heads of those functions. Ensure all units are optimized in terms of efficient operations using automation and process improvement. Foster a culture of collaboration and teamwork within the staff and unit managers. Ensure adequacy of controls and proper accounting processes in deposits, disbursements, accounts receivable, cash management, funds transfers, purchasing, salary administration and salary disbursements. Prepare special reports on department finances to comply with regulatory agency requirements. Develop the annual IA financial plan, manage the budget revenues and disbursements to ensure sound fiscal footing and proper allocation/stewardship of financial resources. Working with IA Human Resources and Business Office staff, oversee and manage salary administration including approval of salary transactions, proper accounting of salary funds and pay processes. Provide consultation to managers and supervisors on financial and transactional processes and proper controls for the handling of funds. Administer budget and finance-related policy and processes including deposits, disbursements, travel, entertainment, moving expenses, car allowance, scholarships, communication devices, etc. Oversee the

Human Resource function including employment, recruitment, employee relations and process automation projects. Ensure Human Resources plans align with and support the Strategic Plan including Core Values and Strategic Goals. Liaison with appropriate key stakeholders, audiences and professional organizations on and off campus, serving on boards and committees to represent the interests of the department and the university.

Marginal/Incidental functions Other related functions as assigned.

Required qualifications Bachelors' Degree in finance, accounting, business or related field and 10 years' experience in managing financial, budget and business operations in an intercollegiate (NCAA Division I) sports program. Excellent analytical skills. Highly developed judgment and decision making. Highest sense of integrity and ethics. Excellent technical skills in budget/accounting systems. Ability to influence others towards successful outcomes. Managerial courage. Excellent interpersonal and communication skills. Demonstrated commitment to the following Intercollegiate Athletics Core Values: Integrity, Excellence, Teamwork, Diversity, Creativity, Accountability, Loyalty, Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications Master's degree in finance, business, accounting or related field. CPA. More than 10 years in a NCAA Division I Athletics Program, with 5 or more years as head of the financial operations function.

Working conditions May work in all weather conditions May work around standard office conditions Repetitive use of a keyboard at a workstation Long, extended hours during peak periods. Some travel to professional organization meetings and events.

Security sensitive; conviction verification conducted on applicant selected.

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

The University of Texas at Austin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran's status, or sexual orientation. Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, disability accommodations will be provided, as needed.

To apply please go to this URL:

<https://utdirect.utexas.edu/apps/hr/jobs/nlogon/120127010827>