**POSITION DESCRIPTION**

**Department:** University Housing  
**Classification Title:** Administrator II  
**Working Title:** Director of University Housing Business & Finance  
**FLSA Status:** ☒ Exempt

<table>
<thead>
<tr>
<th>Incumbent:</th>
</tr>
</thead>
</table>

**Position Summary**

The person in this position is a member of the University Housing senior leadership team. In conjunction with the Associate Vice President/Executive Director, Senior Director, Directors and leaders, staff, and students, this position assists in carrying out the mission and guiding principles of University Housing. This staff member is responsible for supporting and contributing to an atmosphere that facilitates maturity, responsibility, and respect.

Under the general direction of the Director for University Housing Administration & Auxiliary Operations and dotted line supervision of the Associate Vice President for Student Affairs/Executive Director of University Housing, this position works independently and has primary responsibility for managing and maintaining University Housing’s overall operating budget over $70 million. The incumbent in this position is involved in the planning, implementation, and administration of business practices and procedures for budget and accounting, provides support to Housing’s managers and specialists, analyzes, evaluates, and improves financial systems, allocation processes, and resources. This position also works with Budget and Finance to provide necessary updates and ensure compliance with all campus and Chancellor’s Office policies and procedures.

**Duties and Responsibilities**  
The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

**Essential Job Functions**

<table>
<thead>
<tr>
<th>Daily</th>
<th>90%</th>
</tr>
</thead>
</table>

1. Directs and coordinates the formulation and evaluation of the department’s $70M+ budget in collaboration with the Housing Leadership Team.  
2. Participates in strategic planning sessions for organizational improvements and provides recommendations for long- and short-term goals.  
3. Provides direction on business and financial goals of department, methods of implementation, and evaluation of progress.  
4. Manages the department’s financial accounting system and preparation of monthly and year-end financial statements.  
5. Conducts regular reviews of all policies and procedures related to business and finance to assure they are current and comply with the University’s, Division’s, and University Housing’s mission and strategic plan, and reflects best practices in higher education.  
6. Serves as the campus liaison with the Budget Office and Facilities Management & Development for projects and new construction.  
7. Designs, establishes, and maintains financial policies to effectively accomplish the organization’s goals and objectives.
8. Promotes and establishes fiscal and administrative integrity that encourages meaningful relationships with both internal and external constituencies including coordination of necessary meetings.
9. Evaluates and provides strategic business support and analysis to existing operations, including financial planning, forecasting, and financial risk analysis.
10. Ensures accounting and financial reporting comply with all applicable State and Federal laws and regulations, in addition to CSU policies and Executive Orders.
11. Provides interpretive analysis of financial reports and keeps the AVP/Executive Director and Senior Director fully informed on the financial condition of the department.
12. Performs annual benchmarking assessment to analyze rates for similar institutions and off-campus housing.
13. Engages Inter Housing Council and other student groups for feedback on rate setting and other financial and budget matters.
14. Works with the AVP/Executive Director to set rates for on-campus student housing and summer conference guests.
15. Serves as an active member of the Housing Leadership Team and the Student Affairs Leadership Team.
16. Participates in staff meetings, facilitates meetings, and serves on departmental and university committees as needed.
17. Training others in fiscal/financial management techniques.

Related Job Functions
1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience: Bachelor’s degree in business, accounting, finance, public administration or a related field. Five (5) years of high-level administrative technical experience in accounting, fiscal management, budget planning, and budget administration.

Master’s degree in business, accounting finance, public administration or a related field; or CPA preferred.

Licenses, Certificates, Credentials: N/A

Required Skills, Knowledge, and Abilities

- Extensive knowledge of accounting principles and best business practices.
- Working knowledge of and ability to develop and manage budgets to meet financial targets.
- Experience extracting, interpreting and compiling qualitative and quantitative data for a variety of audiences, and effectively communicating results of analyses.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability to maintain high quality/standards of work, leadership, ethics, commitment, and professional responsibility and judgement.
- Ability to carry out very complex assignments without detailed instructions.
- Proven leadership skills with experience in working collaboratively in a team environment.
- Proven success in establishing and implementing objectives and plans to accomplish program goals.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to train others in fiscal and business procedures.
• Demonstrated ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.
• Ability to demonstrate a commitment to diversity, equity, and inclusion.
• Thorough knowledge of English grammar, spelling and punctuation.
• Demonstrated ability to interpret, communicate and apply policies and procedures.
• Excellent computer skills and proficiency with a variety of computer applications, including word-processing, spreadsheets, databases, on-line systems, Internet, as well as online calendaring and email.
• Working knowledge of, or ability to quickly learn, University infrastructure, policies and procedures.

Preferred Skills and Experience

1. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
2. Demonstrated knowledge or previous experience working with college-aged students and providing educational opportunities on topics related to budget and financial analysis.
3. Experience with or knowledge of proforma analysis for new construction and major capital projects.
4. Experience working with relational databases including PeopleSoft and Dashboard.

Special Conditions

• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• Must be willing to travel and attend training programs off-site for occasional professional development.
• The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.
• Must be able to successfully pass a pre-employment background/fingerprint check.
• This position is a "designated position" in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
• Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
• This position classification has been defined as “Exempt” and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

<table>
<thead>
<tr>
<th>INCUMBENT NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

SUPERVISOR: I certify that all statements on this form are complete and accurate.

Denise Gibbons, Director of UH Admin & Aux Ops

<table>
<thead>
<tr>
<th>IMMEDIATE SUPERVISOR NAME AND TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Jo Campbell, AVP/Executive Dir for UH

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD/CHAIR NAME AND TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID#</td>
<td>REQUEST FOR</td>
<td>CLASSIFICATION INFORMATION</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>Update Review for File</td>
<td>Classification Title:</td>
</tr>
<tr>
<td></td>
<td>Classification Review</td>
<td>Class Code/Range:</td>
</tr>
<tr>
<td></td>
<td>New Position Recruitment</td>
<td>CBID:</td>
</tr>
<tr>
<td></td>
<td>Replacement Recruitment</td>
<td>MPP Job Code:</td>
</tr>
<tr>
<td>FTE:</td>
<td>Permanent</td>
<td>Classifier Initials:</td>
</tr>
<tr>
<td>Temporary</td>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td>COI Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>