



POSITION DESCRIPTION

Department:	Vice President's Office, Division of Research
Classification Title:	Administrator III
Working Title:	Assistant Vice President for Finance
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Division of Research promotes excellence in research at California Polytechnic State University, both basic and applied, as fundamental to the mission of the University and essential to California's economic and civic vitality. The division is committed to enhancing these efforts by providing administrative and financial support for sponsored programs, including identification of funding opportunities, proposal submission, research compliance, and contracts and grant administration. The division promotes the development and function of centers and institutes, essential core facilities, and emboldens innovation and economic development through strategic partnering and industry engagement initiatives. Cal Poly has a long tradition of interdisciplinary research that continues through the production of new knowledge and innovative solutions to society's grand challenges.

The Assistant Vice President for Finance (AVP) reports directly to and is the Vice President's principal advisor on fiscal management for the division of Research.

The AVP is responsible for providing leadership and strategic oversight for the division of Research's financial operations. The AVP is responsible for financial and resource analysis, projections, and modeling that supports the decision-making processes in the division of Research and enables the division to ascertain the impacts of proposed initiatives and meet institutional goals. The AVP is responsible for strategic resource planning, which includes aligning university resources with the division's mission and implementing the research priorities of the university's strategic plan. This position will also oversee and provide leadership for the fiscal operation and financial planning of the division. This includes developing, reviewing, and overseeing multiple budgets and commitments within the division of Research for both division operations and campus internal funding programs.

The AVP works independently and is accountable for the accuracy and completion of complex assignments involving detailed budget and financial analysis. The AVP is responsible for facilitating, monitoring, and improving, financial planning and budgeting within the division of Research and the oversight of the preparation of quarterly forecasts and monthly actual reports to senior leadership within the division, as well as to leadership in Academic Resource and Planning in Academic Affairs.

Responsibilities include oversight of sensitive or confidential matters and diplomatic communications with the division's internal and external stakeholders. The position works closely with personnel in the colleges and units in the division, tracking budgets and expenditures. Additionally, the AVP will provide direction to division finance staff, provide training and consultative services for department directors and division leaders. As directed by the Vice President, the AVP represents the division of Research on appropriate committees across the university and assumes responsibility for special projects as needed.

Duties and Responsibilities

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

Essential Job Functions	Daily	90%
1. Strategic Planning and Innovation:		
a. Lead division financial and resource analysis, projections, and modeling; ensure alignment of resources with the division's mission and research priorities of the university's strategic plan.		
b. Serve as a resource to the Vice President's Office to provide reliable, relevant information to facilitate resource planning and budgeting.		
c. Partner with the division leadership and the AVP of Academic Resource and Planning to ensure alignment of resources to operational needs and division initiatives and priorities.		
d. Consult and collaborate with the Vice President to forecast and evaluate the financial impact of recommended or implemented strategic programs and initiatives.		
e. Analyze existing financial processes and workflows and recommend improvements. Implement new processes and technology and promote their effective use.		
f. Troubleshoot and resolve complex fiscal and resource problems.		
2. Financial Resource Management:		
a. Develop comprehensive, multi-year, strategic long-term fiscal plans that encompass general funds, recovered Facilities and Administrative costs, student and college-based fees, and other resources to ensure the financial sustainability of division operations and internal funding programs.		
b. Plan and perform studies and create reports regarding finances and additional resources that support the division's mission, goals, and strategies.		
c. Manage and maintain comprehensive annual and multi-year budgets and facilities needs plans that communicate resource allocations to the division's administrative units.		
d. Oversee the preparation of quarterly forecasts and monthly actual reports to leadership within the division of Research.		
e. Plan, develop, contribute to, and oversee the division's strategic management, stewardship, and alignment of fiscal resources to meet operational and programmatic needs.		
f. Create short and long-term resource plans in collaboration with Academic Resource and Planning leadership.		
3. Leadership and Management:		
a. Provide direct oversight for the responsibilities of the division finance staff, including but not limited to: direction on the collection and interpretation of data; development, maintenance, and communication of the division's business process documentation, forms, templates, and memoranda to facilitate financial transactions and other data reporting.		
b. Document and track the distribution of strategic funding, monitor revenue and expenditures and posting of electronic records on shared workspaces as appropriate; and maintaining the division's fiscal data files.		
c. Provide consultation, planning, and support to the division's administrative areas on the development and administration of procedures related to budgetary and financial arrangements and activities.		
d. Lead and promote best practices, share critical information, and facilitate cross-unit communication.		
e. Maintain, enhance, and provide oversight on financial controls to ensure compliance with campus policies and procedures and applicable laws, and proactively address accountability and liability issues.		
f. Ensure that financial and additional resource reporting effectively supports programmatic and administrative decision-making.		

4. Partnership and Collaboration:
 - a. Act as liaison between the Vice President and division leadership, financial staff, and other campus administrative offices for budgetary and financial matters.
 - b. Serve on the Vice President's leadership team and represent the division of Research on university committees at the Vice President's request and direction.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to serve as a competent and contributing member of the Division of Research.

Required Education, Experience, and Credentials

Education and Experience:

- Master's degree in accounting, business administration or related field.
- Eight (8) years of progressively responsible experience in the area of financial management.
- Additional qualifying experience may be substituted for the required degree on a year-for-year basis.

Required Skills, Knowledge, and Abilities

1. Thorough knowledge of accounting guidelines/practices, financial transactions and financial systems, as well as related policy, accounting and regulatory compliance requirements, and the ability to research and apply accounting principles and applicable rules.
2. Experience in providing strategic leadership over financial systems and demonstrated success in supporting financial system implementations.
3. Thorough knowledge of administrative concepts, practices and procedures to research, develop and evaluate policies and programs, including collection, evaluation and interpretation of data and information from a wide variety of sources to develop sound conclusions and make appropriate recommendations and to inform strategic decision-making at leadership levels.
4. Ability to assess and formulate the impact of recommended or implemented policies from a strategic and operational perspective.
5. Can demonstrate ability to lead, provide direction and supervise the work of others, including guiding, mentoring, and providing professional development opportunities to enable high-performing teams.
6. Demonstrated leadership, supervisory, and management skills to successfully operate in a complex environment.
7. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
8. Proven ability to examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures to improve internal controls and achieve increased efficiencies.
9. Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
10. Demonstrable critical thinking and problem-solving skills to analyze situations, define problems, identify concerns, develop and implement solutions. Excellence in judgment and decision-making skills.
11. Ability to assess operational conditions, adjusting as necessary to optimize effectiveness and improve operations. Adaptability in meeting short and long-term strategic goals of the University.

12. Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
13. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines in a well-organized and logical manner.
14. Ability to maintain flexibility and adaptability to work collaboratively in a changing environment.
15. Advanced skill and knowledge of Microsoft Office software, and proficient in the advanced usage and functions of spreadsheet and database software.

Preferred Skills and Experience

- Management and fiscal/budgetary and facilities planning experience in higher education settings.
- Experience managing databases including building, maintaining, or querying large relational databases such as Oracle.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- 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.
- 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 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as Exempt and is not subject to overtime provisions of the Fair Labor Standards Act (FLSA).
- 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.

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

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

DAWN NEILL, INTERIM VICE PRESIDENT FOR RESEARCH

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DAWN NEILL, INTERIM VICE PRESIDENT FOR RESEARCH

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Administrator III
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3306
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: M80
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: M-14-2
<input type="checkbox"/> COI Position		Classifier Initials: HR
Recruitment Number: _____		Date: 06/05/24