



**JOB INFORMATION**

Job Code	BA10
Job Description Title	Sr Assoc AD/Chief Financial
Pay Grade	FOUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/11/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

**JOB SUMMARY**

Reporting to the Director of Athletics, this position is responsible for the oversight and leadership of the financial operations of the department.

**RESPONSIBILITIES**

- Provides leadership and direct oversight of the Athletics’ financial operations, and advises the Director of Athletics on all financial matters; collaborates with the Department’s executive team.
- Develops financial forecasts, and formulates annual and long-term budgets for the Department. Monitors expenditures relative to budget allocation and in accordance with university, state, and federal regulations.
- Plans and assesses long-term capital expenditures, debt, and debt service; and develops strategies to provide effective debt management.
- Collaborates with the Tigers Unlimited Foundation (TUF) to develop related budgets and ensure appropriate implementation of policies related to foundation funds.
- Oversees the preparation of financial statements and certifies their accuracy.
- Collaborates with all areas of Athletics to develop and monitor revenue generating strategies.
- Maintains responsibility for all Athletics' departments procurement activities and ensures University policies and processes are met. Serves as the Athletics point of contact and liaison with University leadership on all financial matters involving the Department.
- Supervises the Department's data analytics program, including developing business strategies.
- Provides oversight of the Athletics Department's Information Technology unit
- Prepares all financial reporting required by the University Office of Business and Finance, University's Board of Trustees, the SEC, NCAA, US Department of Education, and any other regulatory agencies.
- Serves as sport administrator for one or more of the Department's 21 sports programs.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.nit.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

**MINIMUM EDUCATION & EXPERIENCE**

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting or related field	and	10 years of	Experience in developing and implementing financial and accounting plans and related policies, preferably within collegiate athletics.	

**MINIMUM KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of National Collegiate Athletic Association (NCAA) rules and regulations, accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing and contract guidelines.

**MINIMUM LICENSES & CERTIFICATIONS**

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Public Accountant (CPA)		Upon Hire	Desired	

**REQUIRED PRE-EMPLOYMENT SCREENINGS**

Financial History Check

**PHYSICAL DEMANDS & WORKING CONDITIONS**

Physical Demands Category: Other

**PHYSICAL DEMANDS**

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

**WORKING ENVIRONMENT**

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.