Definition of Class
This is a professional position in which the incumbent exercises discretion and independent judgment in assisting the Associate Athletics Director Finance with the responsibility of maintaining financial stability through the preparation of reports, reviewing expenditures, preparation of budgets for yearly planning purposes, management of scholarship stipends for student athletes, maintenance of income and expense files, and participation in oversight of the day-to-day operations of the Athletics Business Office. The incumbent reports to the Associate Athletics Director Finance.

Examples of Work Performed
Assists in the oversight of all departmental day-to-day business office transactions.

Supervises and coordinates the extraction of data for financial reports, studies and projects.


Oversees preparation of annual departmental budget to include compilation of data from projected income of athletic events, estimated revenue total, and various expenditure requests from department’s cost centers.

Conducts meetings to review budgetary concerns with coaches and department heads.

Provides and maintains specialized and recurring account reports, financial statements, summaries and statistical reports.

Reviews revenues, disbursements, reconciliation and other financial analysis and makes recommendations.

Responsible for oversight of all departmental receipts, deposits, and authorizations for all expenditures, including cash vouchers, travel authorizations and advances, payroll, purchase requisitions, etc.

Assists in implementation and supervision of internal procedures to include financial records, audits and reconciliations, sales reports, and game settlements.

Prepares and reviews scholarship stipend and the Student Opportunity Fund for student athletes

Processes daily paperwork submitted by sports teams, staff or compliance office for review or approval.

Audits and reviews expenditure requests, revenue receipts and general ledger documents.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department

1. Assists in the oversight of all departmental day-to-day operations of the Athletics Business Office.
2. Assists with preparation and financial oversight of the Athletic Department’s annual budget.
3. Audits and reviews expenditures requests, revenue receipts, general ledger documents, and prepares reports.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to stand and walk. The incumbent is occasionally required to climb; and stoop, kneel, crouch and bend.

Experience/Educational Requirements:

Education:
Bachelor’s degree from an accredited college or university in business administration, management, accounting, finance or related field.

AND

Experience:
Five (5) years of experience in collegiate athletics, higher education or related field

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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