Assistant Athletics Director-Finance

**Definition of Class**
This is a supervisory position in which the incumbent exercises discretion and independent judgment in assisting the Senior Executive Associate Athletics Director with the responsibility of maintaining financial stability through the preparation of budgets for yearly planning purposes; maintains income and expense files, and assists in performing the day-to-day operations of the business office.

**Examples of Work Performed**
Supervises and coordinates the extraction of data for financial reports, studies and projects.

Reviews revenues, disbursements, reconciliation and other financial analysis and makes recommendations to the Senior Executive Associate Athletics Director and Athletic Director.

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.

Provides and maintains specialized and recurring account reports, financial statements, summaries and statistical reports to departments cost centers, Athletic Director, university administration, the Senior Executive Associate Athletics Director, Board of Trustees and various auditing agencies.

Investigates any financial irregularities and makes necessary revisions, insuring proper application of NCAA, SEC, University Policy and state laws as related to financial affairs.

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 supervision of internal procedures to include financial records, audits and reconciliations, sales reports, and game settlements; processes forms necessary for payment of employees, game officials, and other professional fees.

Represents the university or department, when appropriate, at athletic events and university functions as assigned.

Oversees the travel coordination for the department.

Serves a liaison with University CFO and UMMA foundation.

Manages special financial/budget projects as assigned and performs similar or related duties as required.

**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 the Senior Executive Associate Athletics Director with preparation and financial oversight of the Athletic Department’s annual budget, including supervision of the Athletic Business Office and Ticket Office.

2. Coordinates multiple cost center expenses and receipts; works with estimated revenue projections and expenditure requests from various cost centers.
3. Prepares financial reports for Board of Trustees, University leadership, and cost center heads.

**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 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.

**Background Requirements**

This position requires a background check upon hire.

**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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