JOB DESCRIPTION

Associate Athletics Director-Finance

Definition of Class
This is a supervisory position in which the incumbent exercises discretion and independent judgment in assisting the Athletic Director with key financial decisions and serving as chief financial officer for the Athletics Department. This position prepares the annual budget and all financial reports, oversees internal operations, and provides oversight management to the Athletics Business Office, Equipment Room, and Athletic Fleet Services. The incumbent reports to the Athletic Director.

Examples of Work Performed
Assists the Athletic Director with key financial decisions and serves as a member of the executive leadership team.

Supervises the Equipment Room, Athletic Business Office and Athletic Fleet Services.

Reviews revenues, disbursements, reconciliation and other financial analysis and makes recommendations to the Athletic Director and all Athletic Departments.

Oversees preparation of annual departmental budget and all financial reports 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.

Reviews monthly budget reports prepared by the staff accountant.

Monitors the overall budget to ensure budget goals are met.

Assists in contractual agreements for the department concerning coaches and external vendors.

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.

Oversees the daily budget decisions for coaches and staff which includes the travel coordination for the department.

Serves a liaison with University CFO and UMMA foundation.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.
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 Athletic Director with key financial decisions and serves as chief financial officer for the Athletics Department.
3. Prepares the budget and financial reports for all intercollegiate sports and related administrative areas.
4. Assists in contractual agreements for department concerning coaches and external vendors.
5. Serves as Signatory Officer for the Athletic Department’s expenditures.

**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.

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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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.