JOB DESCRIPTION

Associate Director Financial Operations - Athletics

**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 scholarship stipends for student athletes, and provides oversight in performing the day-to-day operations of the Athletics Business Office.

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

Answers financial questions for coaches, Athletics Business Office, department staff, University and SEC.

Represents Associate Athletics Director Finance in absence at meetings on campus or conferences.

Reviews and develops business policies and procedures.

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

Prepares and submits annual financial reports as assigned or requested.

Assists in supervision and interpretation of internal policies and procedures, as well as, SEC and NCAA policies.

Assists the Travel Coordinator/Manager for the department with all travel.

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

Prepares and reviews scholarship stipends for student athletes.

Serves as a liaison to other departments on campus.

Performs similar or related duties as assigned.

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

**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. Assist the travel Coordinator/Manager with travel.

3. Audits and reviews all expenditures requests, revenue receipts, general ledger documents, and prepares reports.

4. Prepares and reviews scholarship stipends for student athletes

**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.

- **Experience:**
  Three (3) 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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