



DATE ISSUED: 11/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Academic Financial Data & Reporting

JOB SUMMARY

Provides specialized and professional administrative financial services for all units in the Academic Affairs Division by serving as senior-level staff support for Academic Financial Services. Performs functional, technical management planning, business processing, training, and reporting. Solves problems utilizing technical specialized knowledge and or experience with minimal supervision. Work is performed independently under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Academic Financial Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Provides high level management reports for Academic Financial Services, including budget for long, sessions and summer, strategic planning, and institutional effectiveness.

Provides functional and technical management support of Academic Financial Services.

Conducts business processes for faculty contracts long session and summer session, personnel transactions (ePTF and Oracle Template), academic budget and accounts and faculty credential and evaluations.

Conducts reporting of CBM-008: Faculty Report, CBM-004: Class Report and faculty workloads.

Conducts CUPA-Faculty National Salary Survey.

Conducts THECB cost study, academic financial analysis and AAUP, and other ad hoc statistical reporting.

Provides Academic staff assistance regarding budget, human resources and payroll processes.

ADDITIONAL DUTIES

Provides specialized technical expertise for other Academic Financial Services computer projects as assigned.
Performs other duties as requested.

EDUCATION

Bachelor's Degree in Information Systems, Business Administration or other relevant field required.

EXPERIENCE

Five years experience in a higher education setting.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of advanced applications for complex data management systems for higher education environment.

Knowledge of budget, human resources, and payroll systems and processes.

Skills sets of advanced data base applications and tools, web page development, personal computer applications.

Skills sets of advanced production modeling and problem solving in complex environment.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.