

**UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING**

**Position Description
DIRECTOR FISCAL AFFAIRS– DEAN’S OFFICE**

**(UAB Recruitment Services Site Number)
#T230138**

SUMMARY:

To hold a critical leadership role, manage and supervise the financial team in the School of Nursing Dean’s Office, directing the financial operations across the school, as well as its clinical partnerships. To collaborate with other departments within UAB, as well as health care organizations and programs outside of UAB to determine opportunities for growth of shared financial services and to develop foundational concepts and infrastructure for successful implementation. To monitor, coach and counsel the work of the financial teams in each department and across the missions of the SON to establish best practices, resolve discrepancies and seek opportunities for improvement. To provide guidance and oversight to the staff supporting financial work in other departments of the school. To identify and foster relationships with other departments in order to collaborate and assess internal opportunities to streamline processes. Under minimal supervision, directs and manages, and has significant authority for financial operations of the School of Nursing. The Director Fiscal Affairs, performs a variety of data management, budgetary and financial functions including data collection, data analysis, forecasting, data dissemination and reporting, statistical reports, budget development and preparation, financial interpretation and monthly analysis, in addition to other ad hoc analysis and reporting for the School of Nursing. Manages long range budget planning. This position has approval authority for UABSON funds. This position has a direct report to the Executive Director of Administrative Operations and works collaboratively with the other staff in this office.

RESPONSIBILITIES:

1. Directs the financial operations of the SON. Advises the SON Executive Director of Administrative Operations and Dean of Nursing on financial activities affecting the school and its operations ensuring that these functions are conducted in accordance with established UAB guidelines, processes and procedures. Identifies budgetary objectives and financial goals and establishes systems for continuous management and reconciliation of accounts. Tracks and projects commitments made by Dean and Executive Director.
2. Develops annual operating budgets for all SON departments including revenue and expense projections. Monitors performance against budget and provides explanation of variances as required. Collaborates with SON department leadership for input on budget development. Tracks and projects commitments made by the Dean.
3. Collaborates with Academic Affairs and Student Success for student enrollment and credit hour production providing updates to leadership on the expected tuition and fees and the effect on the school budget. Reviews and oversees reconciliation of actual tuition and fees collected against projections.

4. Work collaboratively with SON Office of Research and Scholarship for grant status update and personnel funding changings. Participates with ORS leadership in development of startup packages for recruiting nursing research faculty.
5. Collaborates across the SON missions ensuring all faculty and staff funding sources are accurate and reconciled.
6. Provides direction to the Director of Operations for Clinical and Global Partnerships to provide guidance and best practices on clinical partnerships as it relates to finance. In order to monitor the clinical practice financial operations in multiple faculty practices, analyzes revenue issues and provides recommendations.
7. Participates in strategic planning by analyzing program plans on short and long-term basis and working with the Executive Director and departments to develop budget projections, financial models and forecasts, to project possible levels of support from multiple sources of funding.
8. Sets financial policies that govern the multiple missions of the School in compliance with Federal, State and UAB laws and policies. Provides financial oversight and guidance for all funding mechanism that support the general operations of the SON, including the SON clinical partnership, faculty practices, philanthropic and gift funds, endowment accounts, industry, vendor and foundation contractual funds, clinical placement contracts, internal service accounts, indirect costs, and state and institutional support funds.
9. Provides financial oversight and support for the SON's scholarship accounts. Partners with the SON Development office and SON Student Success office to support the School's substantial scholarship program.
10. Establishes and implements policies, procedures, and systems to monitor and control all financial activities for operational and capital budgets. Approves expenditures to ensure compliance with financial plan/goals, conducts periodic assessments, reports on financial performance and communicates outcomes and financial information to leadership.
11. Establishes, reviews and implements standard operating procedures and tools to assist staff in monitoring and reporting financial activities. Actively participates in committees and projects as assigned.
12. Provides direct supervision over the financial staff in the SON Dean's Office. Acts as the liaison between the School and Central Administration concerning financial activities.
13. Performs other duties as assigned.

QUALIFICATIONS:

Master's degree in Accounting, Business or a related field and ten (10) years of related experience strongly preferred. Work experience may NOT substitute for education requirement. Working knowledge of ORACLE processes and experience with UAB finance processes strongly desired. Candidates must possess strong computer skills including Microsoft Word, Access, Excel, SharePoint, and ORACLE. This individual should be highly organized, detailed and accuracy-oriented, self-motivated and possess strong interpersonal, organizational, communication and personnel management skills. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.