

JOB DESCRIPTION:	Associate Vice President for Business Affairs		
DEPARTMENT:	Business Affairs		
REPORT TO:	Vice President of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR	#107000	DATE APPROVED:	20-OCT-2020
CLASSIFICATION:		DATE MODIFIED:	26-FEB-2025

SUMMARY: Oversees the operation of the Business Office, Purchasing Department and Mailroom, and the Budget Office and in the absence of the Vice President for Business Affairs, supervises the Maintenance Department, Human Resources, and the Campus bookstore.

DUTIES:

1. Participates in formulating and administering institutional policies and developing long-range goals and objectives in alignment with university strategy.
2. Directs and coordinates the activities of assigned departments or divisions to ensure attainment of operational and strategic objectives.
3. Provides leadership and oversight of budget development, monitoring, and financial planning to ensure resources are effectively allocated and expenditures remain within approved limits.
4. Analyzes financial data, budget forecasts, and cost reports to support data-informed decision-making.
5. Provides oversight of human resource operations, ensuring accurate, timely, and compliant processing of employee compensation, benefits, and related tax reporting.
6. Oversees Enterprise Resource Planning Systems (ERP) operations to ensure the accuracy, integrity, and integration of employee data across HR, payroll, and finance systems.
7. Collaborates with Information Technology, Finance, and Human Resources leadership to enhance ERP functionality, reporting capabilities, and automation to improve institutional efficiency.
8. Reviews analyses of activities, costs, operations, and forecast data to determine departmental or divisional progress toward stated goals and objectives.
9. Confers with the Vice President of Business Affairs and other executive leaders to review achievements and discuss adjustments to budgets, or policies based on current and projected conditions.
10. Participates as a member of institutional committees responsible for advancing financial planning, resource allocation, organizational effectiveness, and technology systems that support the university's fiscal and operational goals.
11. Cooperates with other senior management personnel in establishing policies, operating procedures, and performance standards.
12. Confers with top management to formulating fiscal budgets, financial plans, and workforce allocations.
13. Reviews technical publications, articles, and industry developments to remain informed on best practices in budgeting, human resources, finance and enterprise resource planning systems.
14. Demonstrates proficiency in Microsoft Office and institutional enterprise software systems; learns and applies emerging technologies to enhance departmental performance.
15. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
16. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Management, Business, Public Administration or related field with 6 years of experience directly related to the duties and responsibilities required or Bachelor's degree in Management, Business, Public Administration or related field with 10 years of experience directly related to the duties and responsibilities required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all applicable financial laws, regulations, standards, and requirements governing the production, maintenance, and recording of financial information. Knowledge of the principles, practices, and techniques of financial accounting, budgeting, and investment strategies regarding restricted and unrestricted funds. Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines. Knowledge of federal auditing requirements. Ability to develop and implement effective accounting, purchasing, and mailroom policies. Ability to evaluate and assess the financial viability and legality of contract, grant, and/or financial award arrangements. Knowledge of computing and computer-assisted fiscal and administrative systems. Knowledge of spreadsheet software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections. Ability to develop, plan, and implement short-and long-range goals. Ability to foster a cooperative environment. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments. Employee development and performance management skills. Ability to develop and deliver presentations. Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications (Word & Outlook).
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)