

JOB DESCRIPTION:	Executive Administrator to VP of Business Affairs		
DEPARTMENT:	Business Affairs		
REPORT TO:	Vice President of Business Affairs		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#325000	DATE APPROVED:	16-OCT-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Responsible for general accounting, reporting, clerical, and organizational functions.

DUTIES:

1. Acts as the primary liaison for the VPBA to the faculty, staff, students, and the general public. Provides information about the Division of Business Affairs' services and activities with the scope of delegated authority.
2. Handles sensitive and confidential materials, researches and resolves problems, refers complex and critical issues to the VPBA for review in a timely, efficient, cost effective and professional manner.
3. Facilitates appointment and meeting schedules, assists in the preparation for events, manages a divisional calendar with important deadlines, collects and compiles agenda items in preparation for meetings, takes and transcribes minutes of meetings.
4. Oversees the daily Bank Reconciliation for the operating account of the University, clears checks, and disseminates any issues to the appropriate Manager that may need to be researched. Oversees the monthly reconciliation of all investments accounts, federal funds, and debt service accounts for the University.
5. Oversees the maintenance of the Canvas for Division of Business Affairs.
6. Prepares and assists with presentations, trainings; prepares external reports for review by the VPBA such as RPSP, Endowment Report, Insurance Survey, Claims Liability, and Unclaimed Property. Prepares internal ad-hoc reports for the VPBA such as the Utility Report.
7. Reviews and updates the VPBA on University Affiliation Agreements.
8. Prepares purchase requests for departmental supplies, coordinates and secures travel arrangements for the VPBA. Initiates exclusive payments such as the payment of Royalty Fees. Performs other clerical procedures such as filing, copying, etc.
9. Assists in month-end, year-end, and external audit processes.
10. Responsible for record retention and destruction of documentation for the VPBA.
11. Assists with clerical tasks, for the VPBA, in the creation and update of University Policy and Procedures. Assists in documenting divisional goals and accomplishments for the VPBA.
12. 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.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Accounting, Finance, or Business-related field with

6 years of related experience or Associate degree in Accounting, Finance, or Business-related field with 8 years of related experience, or High School Diploma or GED plus 10 years of related experience required. Knowledge in Banner systems preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Must have solid demonstrated knowledge of accounting transactions, practices, and procedures as well as related federal, state, and local laws and regulations. Must be knowledgeable of university policies, procedures, and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Ability to efficiently operate a personal computer, associated software, and SungardHE Banner. Ability to communicate effectively and appropriately. Ability to maintain confidentiality of records and information. Ability to initiate objectives with minimal supervision. Ability to detect and correct grammatical and spelling errors in written correspondence. Ability to maintain files accurately, in paper and in software programs. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices, and techniques. Must be able to effectively communicate accounting information policies and/or procedures. Must be able of reviewing/analyzing a variety of financial records/reports necessary to document the receipt, allocation, and distribution of funds.
3. **Working Conditions/Physical Demands Other requirements:** (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:**

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)