

JOB DESCRIPTION:	Executive Director of Fiscal Affairs		
DEPARTMENT:	Fiscal Affairs		
REPORT TO:	Associate Vice President of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#161000	DATE APPROVED:	06-MAY-2021
		DATE MODIFIED:	08-JUN-2025

SUMMARY: Directs, plans coordinates and provides guidance on strategic, unified financial decisions for all account receivable activities for the University.

DUTIES:

1. Directs, oversees, and monitors all the accounts receivable activities for the University. Provides strategic direction and leadership, in collaboration with executive and senior leadership. Develops, implements, and maintains administrative standards and controls within the organization.
2. Oversees the design, implementation, and support of the accounts receivable systems and related policies and procedures needed to identify and manage university funds and revenue, and departmental expenditures. Ensures fiscal compliance and establishes fiscal controls to safeguard institutional funds while allowing the institution to accomplish its programmatic mission.
3. Prepares high-level financial analysis for various tuition and fee forecasting, bad debt, revenue generation, and data integrity projects for executive leadership; directly participates in the development of specialized financial reports for the Board of Regents, the State of New Mexico, and/or other governmental and executive entities.
4. Collaborates with senior and executive leadership, faculty, staff, academic, and/or governmental agency officials in the development and management of the annual budget for the organization. Represents executive leadership in the review of fiscal transactions, policy development, procedures, etc.
5. Directly participates with executive and senior leadership in the establishment of short- and long-range institutional goals, objectives, policies and operational procedures for the organization; monitors and evaluates effectiveness; effects change required for improvement.
6. Provides expert and strategic guidance and consultation to University faculty and staff in the understanding of accounts receivable information and in developing revenue strategies.
7. Serves on University planning committees and participates in recommendations regarding changes to the University's financial system.
8. Oversees a shared service center that provides a range of support services across campus.
9. Works closely with University component unit to communicate and support transparency and efficiencies.
10. Performs monthly entries and adjustments to accounts to reflect all account activity. Prepares and enters a variety of journal entries necessary for month and year end closing. Prepares annual tax documents related to Accounts Receivable (1098T).
11. Performs duties, responsibilities and functions of Associate Vice President for Business Affairs as needed due to absence, exercises authority as delegated by Associate Vice President for Business Affairs when necessary; reconciles various liability clearing accounts i.e., unapplied accounts and deferred revenues.

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 an Accounting or Business-related field with 7 years of professional advanced management accounting experience or Associate degree in an Accounting or Business-related field with 12 years of professional advanced management accounting experience, or High School Diploma or GED plus 15 years of professional advanced management accounting experience required. 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. 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. Knowledge in Banner systems preferred.
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)