# Director of Finance and Administration – Position Description

## Position Purpose

Provide leadership and direction for all financial and administrative functions for a School of Medicine unit (institute, academic department or service center) or multiple units or a unit with multiple divisions; multiple functions and associated staff managed include finance, strategic and business planning, human resources, grant and contract administration, academic affairs, facilities, compliance, and health and safety. Lead finance and administration operations for School of Medicine’s unit (institute, academic department or service center) or units or unit with multiple divisions. Manage staff to achieve the School of Medicine missions (clinical, research and teaching), goals and objectives. Ensure compliance in all areas. The duties of this position are typically split between 30% operational and 70% strategic. At this level, departments typically have multiple levels of professional and supervisory staff. Clinical departments will have considerable interaction with any of the affiliated hospitals and several outreach hospitals.

## Duties and Responsibilities

1. Set the direction of a unit internal academic and administrative policy development for programs and administrative operations. Negotiate and influence on issues of significant scope, Partner with faculty and hospital(s) leadership on departmental affairs and advocate the unit’s needs and goals to internal and external parties. Develop long-range business plans in conjunction with managerial staff.
2. Independently initiate and create strategic plans of considerable complexity and scope for organization or program(s) managed. Propose and manage the implementation of complex and significant programmatic changes that may impact the unit's academic and research capabilities. Consult and advise senior leadership. Oversee allocation of all resources.
3. Responsible for the financial viability and success of the organization. Develop and deliver complex, comprehensive financial analysis, high level strategic modeling both short and long term and provide advice to senior leadership decisions. Oversee the management of the consolidated annual budget plan. Responsible for committing resources with limited review by senior officers.
4. Negotiate with the hospital(s) regarding programmatic needs and fiscal matters Direct staff and provide leadership to achieve goals and vision of the organization. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees.
5. May independently or in collaboration with human resources managers, guide faculty supervisors in the interpretation and implementation of human resources policies, procedures and programs.
6. Partner with Hospital(s) and Clinics in development of business plans and programs planning; negotiate and monitor funds flow and productivity targets. Recommend and develop strategies for clinical cost accounting, revenue management and productivity reporting.
7. Represent the unit’s needs in regard to research, clinical and service facilities, negotiate on behalf of the unit’s current and future needs with the school and hospital(s)/clinic administration. Partner with Hospital(s) leadership on planning, satisfaction and goals.
8. Manage the direction of internal academic and administrative policy development for programs and administrative operations.
9. Interpret, implement and ensure compliance with academic and administrative policies and procedures within the unit.

## Knowledge, Skills and Abilities

Demonstrated strategic leadership, planning and change management skills. Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results. Advanced financial expertise in accounting, budget planning, and financial forecasting. Strong knowledge of industry standards and/or regulatory requirements. Demonstrated ability to identify and analyze all pertinent information/data to make and communicate decisions to meet the unit’s current and future financial, research, academic and administrative needs. Exceptional negotiation and effective interpersonal skills negotiation and political acumen skills. Ability to establish a culture of integrity within their unit and with those external to the units. Demonstrate to others that he/she is direct, truthful and credible. Demonstrated skills as a receptive listener, influential and persuasive and seeks to understand the differing sides of each situation. Makes decisions effectively and decisively. Strong knowledge of industry standards, trends and/or regulatory requirements.

## Position Requirements

Education: Master’s degree

Experience: Five years of progressively responsible managerial experience including financial and budget preparation. Five years of supervisory experience

FLSA: Exempt