



Associate Vice President for Financial Services Position Profile

The University of Arizona (UA) seeks a thoughtful and transformational leader to serve as the next Associate Vice President for Financial Services (AVP). Building upon UA's global reputation and upward trajectory, the AVP will guide the Financial Services Office (FSO) in fulfilling its mission of providing quality financial and business services. The University seeks candidates who are innovative, entrepreneurial, and accomplished leaders in their field and have a strong commitment to excellence and high-quality customer service.

POSITION SUMMARY

The AVP serves as the senior officer for the University's Financial Services Office and is responsible for the following: external and internal financial reporting, coordination of the University's business offices, maintaining integrated administrative systems, developing and maintaining acceptable levels of administrative and internal control, and devising and implementing best business practices while facilitating the successful execution of the University's mission. The AVP oversees the following areas: Accounts Payable, Capital Finance, Compliance & Internal Control, Financial Management (Operating & Non-Operating funds), Rate Studies, Initiatives & Outreach, Payroll, Tax Services, Bursar's Office, CatCard Office, Investment Office, Procurement & Contracting Services, Mail Services, and Records Management & Archives. The AVP reports to the Senior Vice President for Business Affairs and CFO and interacts regularly with Senior Leadership across campus.

In leading the FSO, a division of Business Affairs, the AVP directs an organization that plays a vital role in the daily University operations by providing quality financial and business services in support of the University's faculty, staff, and students. The FSO is a diverse organization of over 200 employees who prosper in a team-oriented environment that emphasizes the values of communication, professionalism, service, stewardship, and engagement. Dedicated to its mission of providing quality financial and business services to fulfill current and future needs in support of the University of Arizona's mission while maintaining its fiduciary responsibility, the FSO works diligently while pursuing its strategic directions:

- **Efficient Financial and Business Services** – Utilize innovations, process improvements and technology to increase efficiencies and ensure consistency while still meeting our fiduciary responsibilities.
- **Staff Development** – Create a working environment that excels at supporting staff to obtain the knowledge, skills, and abilities they need to perform assigned functions while encouraging career growth.
- **Excellent Service to Our Customers** – Collaborate with our customers to provide products and services, communication and support that demonstrate our commitment to quality, consistency, dependability and timeliness.
- **Professionalism** – Develop our organization to exhibit understanding, honesty, integrity and mutual trust and respect in interactions that produce positive results with co-workers, colleagues, customers and stakeholders.

For more information regarding UA's FSO, please visit <http://www.fso.arizona.edu/>. In addition, the University's Business Affairs website may be viewed at <http://businessaffairs.arizona.edu/>.

ABOUT THE UNIVERSITY OF ARIZONA

The University of Arizona has been a national and global leader in innovative research, teaching and outreach for over a century. The University's faculty members include Nobel laureates, Pulitzer Prize winners, McArthur Grant recipients, and more. With scores of top-ranked academic programs, the University is widely recognized as one of the nation's top public research universities and is one of the 60 U.S. members of the prestigious American Association of Universities.

The University's central ethic, and what distinguishes it from other great public universities, is its commitment to applying world-class basic research to pressing social concerns across multiple domains – data and information, medicine and healthcare, social issues and challenges, and education across the P-20 continuum – so as to meet the dynamic needs of the world's people and industries, and to assure a more prosperous and humane future. The University of Arizona believes very strongly in the “public” part of its mission, consistently seeking new avenues for partnering with, and serving, both private and public sectors of the economy. In short, it takes its land-grant status and mission very seriously.

The UA has also long been one of the world's best centers of genuine interdisciplinary exchange, with permeable membranes across cultures, borders, and disciplines. Rather than adhering strictly to customary intellectual categories, the University of Arizona seeks to lower barriers to intellectual collaboration and celebrate genuinely cross-disciplinary work, both institutionally and among the faculty.

Tucson, Arizona is a place of unparalleled natural beauty, a city that is accessible, alive, and communal, and offers rich cultural, educational and business opportunities as well as special attractions characteristic of a university-centered town. Drawing from the strengths of its unique location – in the arid Sonoran Desert, surrounded by tribal lands and only 60 miles from the Mexico-U.S. border – the University is a natural laboratory for working on some of the planet's most pressing cultural, social, artistic, legal, medical, scientific, educational, and technological concerns. The people drawn to work here are exceptionally committed to addressing these issues, both to advance the goals of this region and to serve a world that faces similar problems.

The University's academic programs teach students responsibility while cultivating a sense of genuine community. The campus is open, diverse, and complex, but also filled with a special Wildcat spirit that affects everything from admissions to a wide and proud alumni network. The UA marries the size and diversity of its student body – over 40,000 strong – with the relative intimacy of a mid-sized urban setting in order to foster close intellectual, social, and creative collaborations, both in the classroom and the region. University of Arizona students learn from the commitment of their professors to nurture the world, and to pursue the public good. In its hundreds of undergraduate, graduate and professional programs, the common theme is access to excellence and engagement as the University seeks to build student competence, capacity, and commitment for their life's work as future teachers, scientists, writers, public leaders, and businesspeople.

UA's academic programs are demanding and ever evolving to assure that its graduates are profession ready, and that they are given the writing, research, technological and other experiences necessary to succeed in complex economies and world regions beyond College. The 100% Engagement Initiative, for example, is based on recognition that experiences beyond the classroom provide undergraduate students critical opportunities to reflect on the relationships between their academic engagements and their goals for themselves and for their communities, and in the process, enrich personal growth, academic acumen, and professional prospects. Exceptional graduate and professional programs, meanwhile, offer outstanding opportunities for advanced research training, collaboration with international centers of excellence, and teaching experience, all under the guidance of leaders in each student's discipline.

OPPORTUNITIES AND CHALLENGES

- ❖ Impact the effectiveness of the organization by implementing changes to outdated policies, procedures, and processes through a fresh perspective and new ideas;
- ❖ Establish a plan for implementing a more robust financial reporting system;
- ❖ Engage members of the University's business and finance community to establish and implement best practices;
- ❖ Evaluate opportunities to link procurement practices to strengthening regional economic development;
- ❖ Explore opportunities to partner with local vendors and suppliers;
- ❖ Opportunity to work with forward-minded strategic Senior Vice Presidents who have a vision for the university;
- ❖ Ability to influence significant future changes in policy, procedures, and processes;
- ❖ Interact with departments across campus and have the opportunity to be a problem solver and innovator who will help other areas meet their goals;
- ❖ Foster an entrepreneurial environment that promotes innovations and changes, but is balanced in practicality.
- ❖ Effect change while maintaining the positive relationship with the university community;
- ❖ Encourage and implement new and innovative ideas on a campus with limited resources;
- ❖ Keep up with changes in external business practices, as well as internal colleges' and departments' operations, to ensure Financial Services Office policies, processes and procedures, and computer systems meet campus needs;
- ❖ Determine how best to further the technology necessary for improving process efficiencies with the resources available;
- ❖ Work with multiple areas within the portfolio to streamline workflow and operational processes;
- ❖ Goals and desired outcomes will need to be within established policy and guidelines but tailored to meet the needs of each department.

RESPONSIBILITIES

Specifically, the Associate Vice President for Financial Services will be responsible for:

- ❖ Oversee the day-to-day operations of the Accounting, Treasury, Purchasing, Bursar, Capital Finance, and Operations (Payroll and Accounts Payable) offices;
- ❖ Manage financial operations, develop and implement policies and strategies, analyze performance indicators and financial data and make recommendations and decisions about budgeting, investment, and expansion;

- ❖ Assist senior administrators in financial planning and results-focused management to achieve University academic and research goals;
- ❖ Provide guidance to campus and community to understand income and expenditure drivers, while supplying and recommending appropriate reports for tracking to enable strategic decision making;
- ❖ Ensure sound systems of financial internal controls for all University processes, policies, and procedures to ensure the protection of University assets, while facilitating successful execution of the university's mission;
- ❖ Prepare, analyze, and interpret financial reports or analyses for use by senior administrators and/or review by governing board. Reports will include discussion, analysis, and forecasts;
- ❖ Oversee the preparation of the University's comprehensive annual financial statements in accordance to GASB principles. Statements include all funds under the purview of the University;
- ❖ Provide leadership to assure best practices in all areas of the University's financial functions;
- ❖ Maintain effective overall cash management, oversee university cash flow mechanisms, and, as needed, confer with financial institution representatives;
- ❖ In conjunction with the Investment Officer, monitor all University investments with particular emphasis on compliance with the University's investment policy;
- ❖ Serve as a major resource in the development and execution of University financing and certain contractual and agreement issues;
- ❖ Collaborate on a continuous basis with State governing board, University, and community;
- ❖ Represent the Senior Vice President for Business Affairs/CFO when appropriate;
- ❖ Perform other duties as assigned by the Senior Vice President for Business Affairs/CFO.

QUALIFICATIONS

UA's next AVP will be an accomplished business/financial administrator and will possess, at a minimum, the following qualifications:

- ❖ A degree in business and/or accounting; **and**
- ❖ 10 years of relevant experience with demonstrated progression in responsibility, preferably in a large complex institute of higher education or non-profit organization;
- or**
- ❖ Any equivalent combination of experience, training and/or education.

In addition, leading candidates will possess the following preferred qualifications:

- ❖ An advanced degree in business, accounting, or other related fields;
- ❖ Experience with enterprise financial systems;
- ❖ Proven leadership ability, including successful management of large, high performing team(s) with a focus on quality service;
- ❖ A demonstrated ability to relate effectively to a wide variety of people of diverse backgrounds;
- ❖ The ability to think strategically and bring together diverse groups of interests to coalesce in a unified vision;
- ❖ An open style that engages others in problem-solving and a willingness to change strategic direction when presented with new and compelling data;

- ❖ Political savvy coupled with the ability to communicate effectively to build and enhance relationships with staff, community, and various internal and external constituent groups;
- ❖ The professional stature to garner the respect of UA's faculty and administration as well as the System leadership;
- ❖ A record of success in leading a large and complex organization through innovative structural change in a transparent and inclusive manner;
- ❖ The ability to inspire and empower staff so as to make all feel needed and valued and willing to put forth their best effort;
- ❖ Proven ability to develop direct reports for successful succession to greater responsibility;
- ❖ Excellent writing skills, including conveying all necessary points concisely;
- ❖ Excellent critical thinking, judgment and decision-making ability, including the ability to weigh short- and long-term costs and benefits of a potential action;
- ❖ Effective at managing own time and time of others with high volume workloads;
- ❖ Analytical thinking and ability to develop creative solutions;
- ❖ Ability to work well under pressure and to handle conflict with the highest professionalism;
- ❖ Integrity and high ethical standards.

APPLICATION AND NOMINATION PROCESS

Applicants must submit a current resume and cover letter. Review of applications will commence immediately and continue until the position is filled. Submission of materials via email is strongly encouraged. Nomination letters should include the contact information of the nominee. All nominations and applications will be handled in strict confidence. Applications and letters of nomination should be submitted to:



Alberto Pimentel
 Managing Partner
 Storbeck/Pimentel & Associates
 6512 Painter Avenue
 Whittier, CA 90601
 562-360-1353 (FAX)
 Electronic submissions are preferred

Please submit to: apsearch@storbeckpimentel.com
 Refer to code "UA-AVPFS" in the subject line

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. We translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color, women, veterans, and individuals with disabilities. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff, and faculty engagement in addressing issues of diversity and inclusiveness."