**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Director, Administrative Services |
| Title Code | 1194 |
| Function General Scope | Positions assigned to this class function as a college/area director in the largest colleges, financial areas or branch campuses and are responsible for overseeing budget, accounting services, business affairs, position control, grant and contract administration, outside contracts, long range capital planning and related financial and resource services in the University’s largest and most complex administrative organizational entities that support instructional, research, service, maintenance, construction and related activities. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is responsible for the overall management of the financial, administrative and personnel support functions for DEPARTMENT. Serves as a principle consultant and adviser to the DEPT HEAD on a wide range of fiscal, management and personnel related issues. |
| Job Function, % Time, Essential | 50%, Fiscal Management, Essential |
| Duties Performed | Oversees the budgeting and fiscal management processes.  Develops or assists in the development and management of fiscal and operational strategies, initiatives and resource management.  Recommend options for new approaches and cost-effective services.  Establish and monitor financial controls.  Oversee the business and fiscal services including: financial reporting, accounting controls, accounts receivable and payable, purchasing, payroll, travel, property inventory, grant and contract administration, facilities, space allocations, minor capital projects, and external contracts.  Recommends, implements, and writes financial policies.  Oversee the approval and processing of revenue, expenditures, budgets, and mass salary increase processes.  Design, implement and administer an internal accounting system for the purpose of tracking revenue and expenditures for up to date accounting of financial activities as well internal and external audits.  Ensure compliance with federal, state, and university policies and regulations, while maintaining appropriate internal control safeguards. |
| Job Function, % Time, Essential | 15%, Personnel, Essential |
| Duties Performed | Provide vision, leadership, and direction for staff development.  Implement and maintain proper personnel practices, policies, and procedures.  Coordinate recruitment efforts.  Interview and make hiring recommendations.  Ensures compliance with existing University procedures for new hires and changes in assignments including corrective and disciplinary action and problem resolution.  Assess organizational efficiency by monitoring staff workflow on an ongoing basis and makes adjustments to optimize staff functioning. |
| Job Function, % Time, Essential | 15%, Administration, Essential |
| Duties Performed | Manages/monitors sensitive programs, projects, activities and budgets as required by the DEPT HEAD.  Supervises and/or prepares various other required administrative, business, and academic statistical reports and records for the DEPT HEAD, university and external agencies.  Serves on various university, college and external committees regarding finances, grants & contracts, operational efficiency and related matters. |
| Job Function, % Time, Essential | 10%, Consultant and Advisor, Essential |
| Duties Performed | Serves as an advisor to the DEPT HEAD on financial and administrative matters as requested.  Participates in strategic financial and business planning to efficiently and effectively use the resources of the assigned areas. |
| Job Function, % Time, Essential | 5%, Supervision, Essential |
| Duties Performed | Oversees the supervision of personnel, which includes work allocation and training.  Evaluates performance and makes recommendations for personnel actions.  Motivates employees to achieve peak productivity and performance. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in Business Administration, Public Administration or closely related field with an accounting emphasis and five (5) years of progressively responsible experience in accounting and business management which has included supervisory and facilities management experience. A Master’s degree in Business Administration, Public Administration or closely related field and/or CPA certification may be substituted for one (1) year of the required work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Experience in budgeting, accounting, financial analysis and reporting.  Demonstrated strong interpersonal, oral and written communications skills.  Demonstrated knowledge of and proficiency with PC-based and mainframe financial and/or administrative systems. |
| Preferred Qualifications | Advanced degree or professional accreditation in business or accounting administration or related field.  Thorough knowledge of budget management, projections, and reporting at college, university, or to external agencies.  Knowledge and experience with WSU business and financial systems. |