



University of Tennessee Job Description: Chief Financial Officer

Unit: President's Staff
FLSA: Exempt
Revised Date: June 2, 2016

Job Code: 30000543
Pay Grade: 75
Supervisory Responsibility: Yes

General Description:

The Chief Financial Officer (CFO) is an elected officer by the Board of Trustees and is directly responsible to the President. The Chief Financial Officer is accountable for the administration of all financial operations of the University, including the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets, report accurate financial results, monitoring adherence to the budget and development of long term financial and operational strategies. This position shall assist the President in the active management of the University and shall perform such specific duties as from time to time may be prescribed by the President, the Board or by any standing or special committee of the Board. The Chief Internal Auditor and the Vice President for Human Resources report administratively to the Chief Financial Officer of the University.

Duties and Responsibilities:

The Chief Financial Officer will develop and implement a financial vision for the University congruent with the mission and objectives of the campuses and institutes. System responsibilities include the budgeting, accounting and reporting for all operations; information technology and the University's ERP system; investment of University operating and endowment funds; and, the capital outlay and maintenance programs. The Chief Financial Officer will receive and shall have custody of all monies, which shall come to the University for the purposes of the University and shall be responsible for the proper handling of such funds in accordance with applicable state statutes and with the policies set by the Board of Trustees. The Chief Financial Officer shall give bond in the amount designated by the Board of Trustees, the premium on which shall be paid by the University. The Chief Financial Officer will communicate and build relationships with elected officials, board members, state constitutional officers, THEC staff, other university staff, and business and community leaders while ensuring fiscal accountability and adherence to the appropriate constraints.

The Chief Financial Officer staffs the Finance and Administration Committee and the Health Affairs Committee of the University of Tennessee Board of Trustees. Units that report specifically to the Chief Financial Officer include: accounting, accounts payable, cash management, contracts administration, financial reporting, flight operations, information technology services, investments, ERP (IRIS) administrative support, payroll, purchasing, real estate management, risk management, system budget office and trademark licensing.

Required Qualifications:

Education:

Seasoned financial manager with a minimum of a bachelor's degree in a related field. Prefer advanced degrees and professional certifications (MBA, MAcc, Certified Public Accountant and/or Certified Management Accountant).

Experience:

A minimum of ten years of progressively responsible financial and administrative experience in a large and complex organization is required. Experience in a multi-campus university system would be helpful, but is not required. Demonstrated knowledge of methods of allocating scarce resources and the attendant revenue enhancing models, strong leadership skills and the ability to communicate effectively with various constituencies of the university. The CFO will have experience managing finance (accounting, budgeting, risk management, human resources, control and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and an affiliate structure with diverse program areas.

Skills:

The Chief Financial Officer will have significant knowledge and understanding of higher education. Specific skills include:

- innovation and resourcefulness.
- ability to collaborate .
- ability to lead by influence.
- honest, direct communication style.
- demonstrated leadership skills and abilities.
- proven track record of quality and integrity.
- expertise in current financial methodology and regulations.
- significant experience in or knowledge of GASB accounting, including sophisticated fund and grant accounting, compliance and reporting.
- knowledge of and commitment to affirmative action and equal employment opportunity.
- knowledge of establishing metrics including analysis of leading and lagging indicators.
- ability and willingness to delegate effectively and to hold direct reports accountable.
- strong skills in communications and interpersonal relations.
- skilled decision-maker, with transparency in decision-making and management.
- excellent oral, written and presentation skills; exceptional listening skills.
- ability to multi-task.
- ability to travel frequently.

Behaviors:

The Chief Financial Officer will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- unquestioned integrity and trustworthiness.
- fiscally minded.
- results-driven.
- commitment to return on investment/value-added activities.
- commitment to the University's mission and strategic plan, as well as missions and strategic plans for each campus/institute.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.