

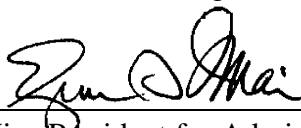
DIRECTOR OF FINANCIAL MANAGEMENT AND CONTROLLER

This is a single-position class which has managerial responsibilities for planning, organizing, directing, controlling, and evaluating the University's financial management functions, and overseeing the procurement and real property functions. A position in this class is responsible for providing leadership and direction in the management of systemwide programs such as payroll, disbursing, general accounting, treasury and cashing, bond system, fiscal support services, assets and risk management, procurement and real property management. Work involves directing subordinate managers and staff in developing short- and long-range goals and objectives; budget preparation; and overall program planning and administration. A position in this class is responsible for ensuring that systemwide programs such as payroll and disbursing, general accounting, procurement, real property management, treasury and cashing, bond system, fiscal support services, etc. adhere and conform to applicable federal and state laws and regulations, UH policies and procedures.

Responsibilities include developing and implementing sound financial policies, procedures and practices to ensure prudent fiscal management and operations; controlling and reporting the University's financial resources in accordance with federal and state laws and reporting requirements; directing and implementing systemwide policies, procedures, and guidelines relating to procurement, real property and risk management; overseeing the administration of the University's short-term investment program; directing the implementation of the Financial Management Information System; directing the development and implementation of systemwide tax policies and procedures pursuant to IRS rules and regulations; directing the management and control of the issuance and sale of bond obligation in accordance with applicable federal and state laws, rules and regulations; etc.

A position in this class serves as the University's representative and technical consultant on all accounting, financial, and related matters with representatives of state and federal agencies, legislators and their staff, auditors, Board of Regents, UH senior executives, faculty and staff. Work requires extensive knowledge of private, state, and federal accounting principles and practices; cost and financial accounting; fiscal operations and management; applicable state and federal laws, rules, and regulations; budgetary policies and procedures; internal and external auditing principles and practices; bond issuance laws, rules and regulations; procurement and real property management; applicable federal and state tax laws, IRS rules, and regulations; and administrative policy formulation processes common to universities and colleges. Supervision is exercised over a large staff of professional, technical, and clerical personnel through subordinate managers. Work is reviewed by the Senior Vice President for Administration on the basis of results achieved.

The amendment of the class, Director of Financial Management and Controller is approved effective July 19, 1999.



Senior Vice President for Administration

January 28, 2000

Date