

Assistant Athletic Director/Convocation Center Business  
Operations (31329)  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=196701>

Downloaded On: Jan. 30, 2023 5:05pm

Posted Oct. 11, 2022, set to expire Feb. 10, 2023

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| <b>Job Title</b>            | Assistant Athletic Director/Convocation Center<br>Business Operations (31329)                     |
| <b>Department</b>           | Convocation Center  |
| <b>Institution</b>          | Northern Illinois University<br>DeKalb, Illinois  |
| <b>Date Posted</b>          | Oct. 11, 2022   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Director  |
| <b>Academic Field(s)</b>    | Financial Planning/Budget Management<br>Business & Administration<br>Athletics                    |
| <b>Job Website</b>          | <a href="https://employment.niu.edu/postings/67060">https://employment.niu.edu/postings/67060</a> |

**Apply By Email**

**Job Description**

Under the general supervision of the Sr. Associate Athletics Director/HR & Finance Administration and the Deputy Director and ultimately the Vice President/Director of Athletics, this position is responsible for independent leadership and management of all aspects of the business operations for the NIU Department of Intercollegiate Athletics/Convocation Center.

- Provide strategic financial consultation, optimum resource allocation, and efficient and effective financial reporting.
- Work with equipment purchases, travel, and events.
- Provides input to the Sr. Associate AD for HR & Finance Administration to relate any

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- financial or employee concerns as it relates to convocation center business operations.
- Oversight of vendor invoices through OnBase for Convocation Center and P-Card Reconciliations.
  - Responsible for Convocation Center Petty Cash fund, working fund, P2PO initial requests and modifications for all Convocation Center PO requests, deposit approvals, and journal entries.
  - Serve as liaison with Accounts Payable, Travel and Procurement Offices to solve daily issues that require management level decisions
  - Handle all business correspondence for the Department of Intercollegiate Athletics.
  - Serve as primary liaison for Internal Audit.
  - Serve as a Department Head for NIU Athletics/Convocation Center.
  - Responsible for annual budget review start-up meetings with Sr. Associate AD/HR & Finance Administration and the Deputy Director and quarterly review of Convocation Center budgets to ensure fiscal compliance with authorized annual budget.
  - Performs other duties as assigned.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**