

Associate Director for Finance
Old Dominion University

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Posted May 14, 2024, set to expire Oct. 31, 2024

Job Title Associate Director for Finance
Department STUDENT HOUSING
Institution Old Dominion University
Norfolk, Virginia

Date Posted May 14, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management

Job Website <https://jobs.odu.edu/postings/20886>

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Job Description

Job Summary

Reporting to the Director of Business Operations, the Associate Director for Finance has responsibility for all financial operations of the Housing and Residence Life Office including budget development and monitoring, departmental payroll, purchasing procedures identifying opportunities for revenue enhancement, developing short and long range planning forecasts. The Associate Director is part of the senior leadership for Housing and Residence Life, and as such collaborates with colleagues and provides leadership with the team for the comprehensive housing and residence life program. Additional duties as assigned.

- **Master's degree in Accounting, Finance, Business Administration, or a related field, or a Bachelor's degree with a combination of experience and training equivalent to a Master's degree**

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- Considerable progressive experience in accounting or financial analysis experience is required
- Ability to communicate effectively both verbally and in writing with a variety of internal and external constituencies
- Work collaboratively with a diverse campus population in a complex environment
- Demonstrated ability to apply strategic thinking, trend analysis and related fiscal planning skills
- Supervisory experience and ability to manage multiple priorities simultaneously
- Demonstrated ability to use Excel spreadsheets, learn and use housing management software systems, and understand how computer software applications can simplify administrative processes

Preferred Qualifications

- Knowledge of university policies and procedures related to financial and administrative management and student records management related to student housing fees
- Experience using Banner for financial and student record management, and knowledge of best practices related to higher education housing operations
- Experience in developing and leading the fiscal planning of new construction and renovation projects

Contact Information

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

Contact

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