

Director, Financial Operations  
Old Dominion University

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Posted Jul. 24, 2024, set to expire Nov. 23, 2024

**Job Title** Director, Financial Operations  
**Department** DEAN HEALTH SCIENCE  
**Institution** Old Dominion University  
Norfolk, Virginia

**Date Posted** Jul. 24, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Human Resources  
Financial Planning/Budget Management  
Facilities Operations  
Computing/Informational Services

**Job Website** <https://jobs.odu.edu/postings/21204>

**Apply By Email**

**Job Description**

The Ellmer College of Health Sciences Director of Financial Operations oversees multiple general administrative strategic, tactical, and/or operational areas including but not limited to Strategic Planning, Finance, Human Resources, Facilities, and/or Information Technology in order to ensure compliance with university policies and procedure in financial reporting and management.

Provides guidance to the dean, associate deans of the college, and its constituent school chairs.

**Minimum Qualifications**

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- ***Master's degree in Business Administration, Public Administration or Accounting in a related field of study.***
- Working knowledge of higher education financial systems and accounting practices.
- Keen understanding of state and federal policies and procedures related to higher education/governmental agencies.
- Effective customer service and problem solving/decision making skills.
- Ability to analyze large data sets, summarize and present financial and narrative information clearly.
- Strong interpersonal skills and excellent oral and written communication skills. Demonstrated management ability and leadership skills.
- Demonstrated ability to work independently; meet strict deadlines; make sensible recommendations and decisions; and maintain the utmost confidentiality involving matters of a sensitive nature.
- Extensive experience using Banner or other university related student/financial applications.
- Considerable experience in financial management and administration, strategic planning, budgeting and financial analysis planning. Microsoft Office (proficient in Excel).

### Contact Information

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

### Contact

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