

Director of Financial Operations  
Old Dominion University

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Posted Nov. 15, 2024, set to expire Nov. 1, 2025

**Job Title** Director of Financial Operations  
**Department** DARDEN COLLEGE OF EDUCATION  
**Institution** Old Dominion University  
Norfolk, Virginia

**Date Posted** Nov. 15, 2024

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

**Job Categories** Director/Manager

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://jobs.odu.edu/postings/22154>

**Apply By Email**

**Job Description**

### Job Summary

The Darden College of Education and Professional Studies (DCEPS) Director of Financial Operations provides strategic leadership and oversight of all financial operations for the college and financial management related to multiple administrative and operational areas including but not limited to Academic Affairs, Finance, Human Resources, Facilities, Procurement, 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. Works directly with fiscal techs in the college to support their efforts, correct issues that arise, and present new procedures.

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- ***Master's degree preferred, in Finance, Business Administration, or Accounting. Bachelor's degree required, in Business Administration or Accounting with related experience in field of study***
- 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 budget planning and monitoring 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 planning. Microsoft Office (expertise in Excel).
- Considerable experience forecasting and projecting budget scenarios within different budget models.
- Some experience aligning strategic initiatives with financial plans.

### Contact Information

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

### Contact

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