

Assistant Director of Fiscal Operations, Academic Affairs  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=258321>

Downloaded On: Aug. 19, 2025 2:01am

Posted Jun. 16, 2025, set to expire Nov. 1, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Assistant Director of Fiscal Operations, Academic Affairs                             |
| <b>Department</b>           | VP ACAD AFF   |
| <b>Institution</b>          | Old Dominion University<br>Norfolk, Virginia  |
| <b>Date Posted</b>          | Jun. 16, 2025   |
| <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  |
| <b>Job Website</b>          | <a href="https://jobs.odu.edu/postings/23442">https://jobs.odu.edu/postings/23442</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Job Description

The Assistant Director of Fiscal Operations, Academic Affairs will be responsible for performing fiscal, accounting and analytical services for Academic Affairs. Conducts data analysis of fiscal data to determine future needs and provide spending guidance. Keep accurate records of budget transactions to provide budget information accurately. Monitor budget accounts to ensure that expenditures do not exceed availability of funds. Consistent assessment of reconciliation process within the Academic Affairs Division to ensure adherence to audit requirements as well as compliance with policy and procedures.

### Knowledge, skills and abilities

Assistant Director of Fiscal Operations, Academic Affairs  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=258321>

Downloaded On: Aug. 19, 2025 2:01am

Posted Jun. 16, 2025, set to expire Nov. 1, 2025

Considerable knowledge of financial policies, practices and procedures. Considerable knowledge of effective customer service and problem resolution techniques when serving diverse customers. Working knowledge of contracting and procurement procedures. Working knowledge of information and Microsoft Office products used to prepare correspondence, create and maintain spreadsheets, manipulate data and produce reports. Excellent time management and organizational skills working with a high volume of administrative requests. Demonstrated excellent verbal and written communication skills. Demonstrated ability to prioritize work and work independently. Demonstrated ability to monitor and reconcile budgets and/or accounts. Demonstrated ability to provide extensive budget and trend analyses utilizing university sources to provide recommendations to leadership. Ability to pay close attention to detail and quality assurance. Ability to interpret and administer state and university policies and procedures. Ability to work well in a diverse, collaborative team environment.

**Special licenses, registration or certification**

None

**Education or training**

None

**Level and type of experience**

Considerable experience working with financial policies, practices and procedures. Considerable experience in budgeting, procurement, payroll, grant and contract-related activities. Considerable experience monitoring and reconciling accounts as well as maintaining financial records (paper or electronic). Considerable experience working with information systems and office productivity software to prepare correspondence, as well as create and maintain spreadsheets, manipulate and analyze data, and produce reports. Considerable experience in an administrative support role responsible for processing financial related transactions. Some experience using Banner, Insight or similar programs to manage financial data.

**Additional Considerations (supplemental knowledge, skills, abilities, education, experience, licensure, certification)**

Extensive knowledge of generally accepted accounting principles. Considerable experience in administrative practices involving accounting/contracts and file management tracking systems. Working knowledge of Commonwealth budgeting and procurement practices. Some prior experience working in a higher education setting. Some experience in training and presentation methods. Ability to stay abreast of rapidly evolving IT systems and to manage procedural changes while ensuring compliance. Experience in Business or related field, or equivalent related experience supplemented by

Assistant Director of Fiscal Operations, Academic Affairs  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=258321>

Downloaded On: Aug. 19, 2025 2:01am

Posted Jun. 16, 2025, set to expire Nov. 1, 2025

training and/or course work in office practices.

**Contact Information**

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

**Contact**

,