

UNIVERSITY OF COLORADO SCHOOL OF MEDICINE
POSITION DESCRIPTION
(Unclassified)
SENIOR ASSOCIATE DEAN FOR ADMINISTRATION AND FINANCE

Nature of Work

The Senior Associate Dean for Administration and Finance serves as the senior administrative officer, Principle Business Officer/ CFO of the School of Medicine (SOM) reporting to the Dean of the University of Colorado School of Medicine for financial matters, policy development, and program evaluation.

Supervision Received

The Dean of the School of Medicine is responsible for administrative direction and review of work performed by the Senior Associate Dean.

Supervision Exercised

Directly supervises administrative and financial staff in the Office of the Senior Associate Dean for Administration and Finance.

Duties and Responsibilities

Serves as the senior administrative and fiscal officer in the School of Medicine for financial matters, policy development, and program evaluation.

Provides direct supervision over the financial and Information Technology staff in the central Dean's Office. Advises key personnel, both administrative and academic within the various departments of the School, on operations and programs of an administrative nature.

Oversees all fiscal affairs of the School of Medicine, which includes preparation and oversight of the operating budget, monitoring cash flow and expenditure plans, fund management, and grants and contracts management. Directs the preparation of the Request Budget for the School and responds to questions from external and internal sources concerning the budget and School of Medicine fiscal resource issues. Develops principles and strategies for resource allocation within the School of Medicine.

Develops and recommends, through the Dean, Chancellor, and President to the Regents, tuition rates for medical students and allied health program students within the School of Medicine.

Organizes the faculty salary negotiation process for the School and directs the preparation of the salary recommendation reports for the Dean's, Chancellor's, President's, and Regents' review/approval.

Provides creative and thoughtful leadership for the development of funding, compensation and resources allocation strategies and policies which enable and enhance the School of Medicine's research, teaching and clinical missions.

Serves as senior advisor to the Dean on all fiscal and administrative matters, as well as mission and program development issues.

Participates in the recruitment of key School of Medicine leadership positions and participates in resource negotiations.

Administers the flow of administrative, financial, budgetary, and statistical information and reporting for the School from various University units and State of Colorado governmental bodies. Acts as the liaison between the School and UCD Central Administration concerning administrative and financial activities.

Assists in developing responses and assuring compliance with external and internal audits, and monitoring of expenditures in accordance with State fiscal rules and University fiscal policy.

Develops and maintains appropriate system of internal controls and School of Medicine fiscal policy.

Oversees Information Technology systems for the School of Medicine, ensuring appropriate technical and analytic resources to support fiscal, management and academic programs.

Serves on various UCD and School of Medicine committees, including Chair of the Administrator Committee, the School of Medicine Executive Committee, the Dean's senior management team meetings, and the UPI Board of Directors meetings.

Conducts and directs special projects, and represents the School of Medicine on numerous task forces.

Develops effective advocacy materials on behalf of the School of Medicine.

Minimum Employment Qualifications

Graduation from an accredited college or university with a Bachelor's degree in accounting, finance or business/public administration is required, with Master's degree in one of the above areas being preferred.

Must have a minimum of ten years professional level management experience, preferably within a medical school setting.

Must have a high degree of technical fiscal skills, knowledge of accounting, finance and business practices.

Ability to plan, organize, implement and coordinate operational activities and programs.

Ability to analyze and evaluate financial data and statistics to formulate plans for improving existing or developing new programs.

Ability to communicate effectively with medical, professional, administrative, and other personnel, to effectively present information both orally and in written form.

Ability to establish and maintain effective and collaborative working relationships with personnel at all levels and with other agencies, and the public.