Financial Strategic Business Advisor – College of Creative Arts

Description

The College of Creative Arts (CCA) at West Virginia University invites applications for the position of Financial Strategic Business Advisor (SBA). This position supports unit leadership in strategic financial planning and goal setting to enhance and promote growth within the college, schools and WVU Art Museum. The SBA provides a deep functional expertise in the areas of financial planning and budgeting, ensuring college leadership and the individual schools (Art & Design, Music, Theatre) and the WVU Art Museum maintains a knowledge of financial activities and expectations and can be confident about financial decisions made.

The SBA frequently engages with the Division of Finance, Talent and Culture and teams in the Shared Service Center. This position manages financial projects and other initiatives and stays informed on financial policy, plans and programs as well as state and other regulatory updates.

Provides Tier 3 inquiry support (phone, email and chat) to employee/customers regarding college, school and WVU Art Museum specific financial policies, plans and processes. This position is responsible for building relationships within the college/school or unit(s) served and developing a culture centered on delivering excellent customer service.

In order to be successful in this position, the ideal candidate will:

Strategic and Analytical Financial Responsibilities

- Creates annual budget for the college, schools and WVU Art Museum and submits it to the Budget Planning Office in the Division of Finance using Axiom.
- Reviews variance budget reports with leadership and completes and submits variance reports.
- Develops forecasting for college; to be shared with leadership and the Division of Finance.
- Develops monthly college level and school level (including WVU Art Museum) financial reports and discusses them with leadership.
- Reviews monthly fund and DA reconciliation reports received from the shared services center and audits reports for DA/Fund combination errors and requests corrections.
- Identifies appropriate funding for new hires and discusses with HR Partners.
- Provides escalation support for transaction approvals.
- Approves State, Research and Foundation PCard applications, large purchases and limit changes on PCards.
- Approves requests for association membership dues, student awards/scholarships, Foundation backbills and expenses, direct vendor payments using Foundation funding, draws on Foundation-funded capital projects and requests.
- Determines feasibility and initiates requests for new funds/DA and changes to existing funds/DA.
- Reviews the chart of accounts and updates the Service enter on changes to how funds/DA should be used.
- Completes quarterly unrecorded assets and liability reports.
- Reviews and signs quarterly representation letter.
• Initiates cash transfers, internal loan requests, budget modifications and capital project requests.
• Reviews and provides justification for clearing accounts and negative cash balances beyond threshold.
• Creates and provides monthly financial reports on Foundation accounts, creates and sets up budgets for backbill accounts.
• Calculates and distributes returns to the individual schools for Academic Innovation and Tuition earnings.
• Meets with accreditation teams to provide budgetary information and to discuss financial information provided to individual schools and WVU Art Museum.
• Provides and completes financial information required for annual NASAD, NASM and NAST reports for schools.
• Assists with large group student travel involving the WVU Marching Band and ensembles to gather funding from various sources and coordinate the payment of transportation, lodging and meals for large groups.
• Supports and contributes to the college, schools and WVU Art Museum’s operational goals.

Service

• Frequently engages with the Division of Finance, Talent and Culture, HR Partners, Shared Service leadership and others to insure complex questions are resolved.
• Provides escalated inquiry support (phone, email, and chat/IM) to employees that have contacted the shared services regarding specific policies, plans and processes.
• Effectively uses case management and knowledge-based tools to resolve, log and track and escalate employee inquiries escalated to the college, school or WVU Art Museum.
• Support and partners with the Division of Finance and Shared Service Center staff to develop information and training sessions on university financial policies and procedures and budget management techniques.
• Maintains established service levels for handling calls, emails and transactions with Shared Service Center.
• Understands and promotes the service link between central units, the shared service center and the unit to ensure service goals defined as part of the service level agreement are achieved.
• Serves as a member of the CCA Executive Planning Committee and attends other regularly scheduled college meetings. Attends Division of Finance CBO Meetings, Budgetary Meetings, Foundation and other informational meetings as the CCA representative.

Project

• Works closely with the college, schools and WVU Art Museum on special projects. Serves as a subject matter expert for unit on financial project teams.
• Ensures project activities are planned and prioritized appropriately balancing project and ongoing support needs with project leaders, cross functionally as needed.
• As a subject matter expert, influences project decision where appropriate, to improve the customer experience and/or improve efficiency.
• Ensures project deliverables are delivered on time and are documented.
• Works closely with Search Committees and provides guidance on search procedures and policies. Reviews position advertisement and provides input regarding non-resident alien requirements.
• Works closely with the Office of International Students & Scholars Services to initiate, prepare and submit H1B and Permanent VISA documentation on non-resident alien hires.
• Other unit specific activities.

Qualifications

• Required: Bachelor’s degree in Accounting, Finance or related field.
• Preferred: CPA or Master’s degree in Business Administration, or a related field.
• Minimum or five years related professional-level work experience in finance, accounting, and/or fiscal management.
• Experience using a financial ERP, e.g. Oracle
• Established expertise in Microsoft Office Suite, including Excel, Word and PowerPoint.
• Ability to supervise, inspire team work and collaboration across functional areas.
• Ability to exercise appropriate judgement to resolve budgeting and other financial issues and determine the appropriate course of action to resolve a customer issue.
• Possesses strong customer service and communication skills typically acquired through prior work in a customer service setting.
• Demonstrated ability to research and apply critical thinking skills to resolve complex issues related to financial projections and budgeting
• Ability to develop and maintain effective work relationships with other service team members in the unit, central Finance, Talent and Culture and the Shared Service Center and other campuses.
• Ability to identify and address areas of continuous improvement.
• Effective organizational skills.
• Knowledge and understanding of applicable federal and state laws.
• Demonstrated experience in the use of Microsoft Office Professional software, especially Word, Excel, Access PowerPoint and Visio. Axiom experience preferred.

Requirements

• Letter of interest
• Resume

Apply at: http://employmentservices.hr.wvu.edu/wvu_jobs

West Virginia University is an Equal Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities and veterans.