THE POSITION

Under the general direction of the Special Advisor to the Provost and with lead work direction from the Assistant Vice President of Finance and Administration (AVP), this position provides specialized technical, analytical, and administrative duties for the financial and resource management operations for the division of Academic Affairs. The incumbent conducts financial analysis and reporting; prepares reports and briefing materials; provides recommendations to courses of action and changes to policies or procedures; oversees the Office of the Provost financials; coordinates and performs highly sensitive and confidential administrative duties, project and program management, and interprets and applies operational policies and procedures for the division of Academic Affairs.
A SUCCESSFUL FINANCIAL & OPERATIONS SPECIALIST WILL HAVE

- Expertise in the execution of principles and best practices associated with budgeting, financial, data analysis and record keeping.
- Ability to apply accounting procedures and practices to analyze and interpret accounting data; apply problem-solving techniques in finding solutions to accounting problems; and understand and apply applicable rules, regulations, policies, and procedures.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Demonstrated expertise in, and advanced knowledge of, the principles, problems, and methods of public and business administration and operational and fiscal management.
- Demonstrated ability to prepare complex financial statements and reports and present statistical and mathematical data. Ability to convey technical professional accounting information to non-accountants.
- Ability to respectfully address diverse customer needs and interests.

OPPORTUNITY

- Join a growing team of professionals supporting the operations of the Office of the Provost and Executive Vice President for Academic Affairs
- Collaborate with and support senior Academic Affairs leaders with the semester conversion project
- Engage in research, analysis, and strategic projects to solve complex resource problems in the division of Academic Affairs, the largest division at Cal Poly

TOP OBJECTIVES AND TASKS

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<th>6 MONTHS</th>
<th>1 YEAR</th>
<th>MOST IMPORTANT TASKS</th>
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<tbody>
<tr>
<td>- Implement divisional monthly financial reports for improved resource planning</td>
<td>- Perform complex financial data analysis and modeling to inform proposals for funding the Teacher Scholar Model</td>
<td>- Enhance financial and budgetary reporting processes and procedures in the division</td>
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<tr>
<td>- Develop a multi-year budget proposal for the semester conversion project</td>
<td>- Establish a SharePoint site for Academic Affairs financial operations</td>
<td>- Engage with academic affairs leaders to implement fiscal resource planning tools and templates</td>
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<td>- Collaborate on the implementation of the academic mission component of the newly increased College Based Fee</td>
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<td>- Support the implementation of the College Based Fee increase academic mission component</td>
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