

ATTACHMENT 4

Position Description Executive Vice President-Chief Financial Officer University of California

Primary Purpose:

This position directs and oversees system-wide management of the University's financial planning, analysis, reporting and operations including the ten campuses, five academic medical centers, the national laboratories managed for the Department of Energy and the University of California, Office of the President (UCOP).

Reports to:

This position reports directly to the President of the University of California.

Functional Oversight and Management:

Provides management and leadership of all departments reporting to this position and the staff assigned to these functions including:

- Accounting and Controls
- Administrative oversight of the Investment Management and Treasury functions.
- Budgeting including Capital, State, Operational (including five year), and all other budgeting
- External Financial Audit Coordination
- External Finance
- Financial Reporting
- Medical Center Finance and Third Party Administration
- MOP Loan Program Administration
- Payroll Coordination
- Risk Management
- Tax

Essential Duties and Responsibilities:

Leadership and Management of Policies, Systems, Administration and Reporting

- Directs the development of financial policies and standards that provide support for the academic and research mission of the University of California.
- Ensures that the financial systems throughout the University meet the highest standards for providing financial information in a manner that allows strategic financial analysis and decision making about the best use of the University's financial resources.
- Directs the preparation and delivery of financial reporting to the President and Regents, legislators, State agencies, and other regulatory entities.
- Provides financial oversight and administration services to the University's campuses, medical centers, national labs and other entities.
- Directs the management of the University's debt portfolio including working with the Regents on debt policy and debt capacity.
- Oversees the monitoring of the financial well-being of the University.

- Oversees administrative activities of the Office of Investment Management and Treasurer in areas such as budgeting, human resources and facilities.

Budget Responsibilities

- Directs development, recommendation, and implementation of the University's annual operating budgets.
- Directs development, recommendation and implementation of the annual University capital budget..
- Supervises planning and monitoring of annual departmental operating budget.
- Directs implementation of applicable policies and controls in the allocation of funds to campuses and oversees communication with all appropriate constituencies.

External and Internal Liaison and Adviser

- Advises The Regents and President on all aspects of financial management including long range economic trends, consequences of financial compliance and regulatory changes, and internal resource management.
- Coordinates with all involved constituent groups (including the campuses, medical centers, national laboratories and Office of the President) all capital needs and resources, and for recommending principles and priorities for the capital activities, including the development of the University's capital budget and the development of five-year capital plans.
- Reviews the University's ten campus Foundations' financial and audit reports for inclusion in the University's consolidated financial statement.
- Acts as the University's senior financial representative with external professional financial groups.
- Works with University Affairs to represent the University with external groups including legislators, local communities, the media and UC alumni and donors.
- Directs the external negotiation of the state operating and capital budgets and the communications with all appropriate individuals and entities in Sacramento in coordination with University Affairs.
- Guides and assists the campuses and other entities in establishing and managing budgets and allocating resources.
- Serves as the senior source of advice, counsel, and support in all areas of financial operations for the campuses, DOE Laboratories and the University of California Office of the President.

Special Programs/Initiatives Leadership

- Oversees the administration of the University's Mortgage Origination Program
- Analyzes the University's financial operations to identify opportunities and areas that require change, and serve as a leader for appropriate change initiatives.

Qualifications:

1. Minimum Education: Master's in Business Administration, Accounting or Finance or equivalent
2. Minimum Experience: 15 years experience in financial management, ideally in a higher education or research environment.

3. A CPA designation is desirable
4. Demonstrated strong leadership skills.
5. Ability to identify and implement process and systems improvements, and large-scale control and governance initiatives.