McNeese State University

**Position:** Vice President of Business Affairs and University Services  
**Department:** Office of Business Affairs and University Services, Division of Business Affairs and University Services  
**Reporting Authority:** President

**Position Status:** The Vice President of Business Affairs and University Services is a full-time, unclassified administrative position

**Qualifications:**

- BS degree in Accounting and a certified public accountant or MBA  
- Effective Communication skills  
- Good Computer competencies  
- Significant experience and knowledge in matters relating to budgeting, purchasing, accounting and financial reporting, facilities management, human resources, and bookstore operations and other university services  
- Significant knowledge of State of Louisiana and Federal laws and regulations relating to the Division of Business Affairs  
- Significant knowledge of Governmental Accounting and Financial Reporting Standards  
- Knowledge of NCAA regulations  
- Knowledge of SACS requirements

**Job Description:**

1. Advises and keeps the President and the Senior Staff informed regarding financial and business related issues that have short term and long term implications for the university.

2. Manages the financial and physical resources of the university through communication, coordination, supervision, and support of the offices falling under the Office of Business Affairs and University Services. These offices and their functions are described as follows:

   - The **Budget Office** is primarily responsible for the preparation and amendment of the financial budget based upon the financial resources that are available to the university.

   - The **Office of Purchasing** is primarily responsible for the procurement of the highest quality materials, supplies, and services at the lowest possible cost.
• The **Office of Administrative Accounting** is primarily responsible for the management, accounting, and reporting of the university’s financial transactions and balances.

• The **Office of Facilities and Plant Operations** is primarily responsible for the matters relating to construction, maintenance, and safety of the university’s land, buildings, and grounds.

• The **Office of Human Resources** is primarily responsible for the hiring and management of employees.

• The **Student Employment Office** is primarily responsible for assisting students and University departments with the process of employing and managing students.

• The **University Bookstore** is primarily responsible for providing textbooks, apparel, and other merchandise to students, employees, and the general public.

3. Manages **University Services** through communication, coordination, and supervision of the Associate Vice President of University Services, who is supervises the following university services:

   - Student Union and activities
   - Counseling Center
   - Student housing and student life
   - Dining and catering services
   - Burton Complex
   - Governor’s Program for Gifted Children

4. Prepares, reviews, approves, and processes business related agreements and contracts for the University

5. Communicates and carries out financial and business related directives from the University of Louisiana System, Board of Regents, and other State of Louisiana administrative offices.

6. Performs administrative responsibilities as required by the University for the Division of Business Affairs and University Services.

7. Reviews and approves Division of Business Affairs and University Services policies, and submits them to the Senior Staff for approval.

8. Committee/Task Force assignments: Senior Staff, Registration Committee, Budget Committee, Quality Enhancement Plan Steering Committee Task Force, Compliance Review Steering Committee Task Force, Administrative Advisory Council, and External Advisory Committee
9. Coordinates and processes financial budgets for offices within the Division of Business Affairs and University Services

10. Reviews MSU Foundation Athletic check requests and supporting documentation for adequate support and compliance matters, including University policies, ULS and Board of Regents policies, and NCAA regulations

11. Reviews or prepares financially related information for SACS as required

12. Functions as the University’s Record Retention Officer

Revised 3/6/13