POSITION ANNOUNCEMENT

Finance and Operations Director

Applications are being accepted for a Finance and Operations Director, at Skidaway Institute of Oceanography of the University of Georgia (SkIO), a multidisciplinary research institution located on the Georgia coast near Savannah, GA (http://www.skio.uga.edu/). This leadership position will function as the chief financial/business officer, Assistant Director of the Institute, and will report directly to the Executive Director. Responsibilities include; budget analysis of departmental accounts, planning and control; financial accounting and reporting; working with Sponsored Project Administration with pre and post award grant reporting; personnel administration; physical plant operations and maintenance; facilities master planning; review of and approval of campus purchasing; campus safety and crime reporting; Information Technology; auxiliary services including graphics services; oversight of all campus renovation and construction projects; inventory control; and such other duties as may be assigned by the Executive Director.

Duties and Responsibilities

Works collaboratively with Skidaway campus internal constituencies and peers located on the UGA main campus.
Prepares and administers the Institute budget and budget amendments.
Oversees the accounting function.
Supervises the collection and disbursement of all institutional funds.
Reviews Sponsored Program Administration, both pre- and post-award, contract and grant accounting, cost analysis, effort reporting, and indirect cost reporting.
Supervises the purchase, inventory, and storage of all supplies and equipment.
Supervises the personnel function.
Supervises the operations of the auxiliary services and graphics departments.
Supervises the building maintenance and grounds maintenance operations.
Provides leadership in safeguarding, developing and maintaining the Institute’s physical facilities and all monetary and non-monetary assets.
Supervises the safety and security program of the institute.
Supervises the Information Technology department.
Participates in development and preparation of long-range plans.
Represents the Institute to external constituencies, including community and business partners, UGA offices and departments, and to the University System of Georgia.
Other duties as assigned and appropriate.
POSITION ANNOUNCEMENT

Finance and Operations Director

Education and Experience

Bachelor's degree in Business or Accounting or related field (MBA preferred) and ten (10) or more years management & supervisory experience;

OR fifteen (15) years related management experience;

OR equivalent combination of experience, training and/or education..

Preferred Qualifications

Thorough knowledge of the Institute and/or the University System of Georgia policies and procedures

Master's degree in business or related field.

Successful administrative experience (10 years) related to the management of a complex organization, preferably in a public higher education setting.

Significant experience with the PeopleSoft business environment.

Knowledge, Abilities, and Skills

Accounting skills and experience.

Working knowledge of governmental accounting.

Strong record of leadership in policy formulation.

Ability to produce and maintain complex reports and records.

Ability to develop plans and budgets.

Strong management and organizational skills.

Knowledge of computing concepts and software applications.

Knowledge of construction contracting and administration.

Familiarity with professional purchasing and inventory control practices and regulations.

Strong record of leadership in plant and facilities operations.

Ability to work well with employees, students, and the general public.

Excellent problem solving and communication skills that encourage teamwork and participative decision-making.

Proven leadership and human relations skills.

Thorough knowledge of the Institute and the Board of Regents of the University System of Georgia policies and procedures.

Working knowledge of various State and Federal laws and regulations.

Application deadline is “Open Until Filled”. To apply, please submit cover letter, resume, and application via UGA website for Job Posting #20171829 at the following URL:

https://www.ugajobsearch.com/applicants/jsp/shared/search/Search_css.jsp

The Skidaway Institute of Oceanography/University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.