

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Assistant Vice President for Finance
Regular Full-time Position
Position Number 704000

General Description

The Assistant Vice President is responsible for overseeing the operations of the accounting, accounts payable and bursar sections of the Business Office, the Purchasing Office and Auxiliary Support Services. This includes managing the budgets for areas of responsibility, investments, preparing budgets for auxiliary services, preparing year-end financial reporting to TBR, ad-hoc reports as required by both internal and external parties and performing other related duties as assigned.

Primary Duties and Responsibilities

- Direct the operations of the Business Office, Purchasing Office and Auxiliary Support Services
- Advise the Vice President on all financial, accounting and auditing matters.
- Develop and monitor procedures to address audit issues.
- Interpret, monitor, and administer university and Tennessee Board of Regents policies and procedures to assure compliance.
- Insure compliance regarding university, state and federal requirements, guidelines and laws.
- Interact with individuals, companies and government officials regarding university business, claims, etc.
- Coordinate timely and accurate preparation of records and reports, budgets, contracts, financial statements, etc.
- Manage investment of University funds; analyze cash flows.
- Develop/modify and implement new operating procedures.
- Develop, control and recommend budgets within area of responsibility.
- Supervise employees within area of responsibility.
- Participate in community activities and professional organizations/meetings.
- Serve on university committees as required.
- Perform other job-related duties as required.

Essential Functions

- Knowledge of federal, state and University guidelines.
- Knowledge of accounting principles and procedures.
- Knowledge of Tennessee Board of Regents statements and policies.
- Knowledge of computer systems development and implementation.
- Knowledge of generally accepted business practices.
- Knowledge of higher education environment and its relationship to the university community.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- Advanced degree in accounting or related field or comparable experience.
- CPA.
- Five years of successful higher education experience in the areas of accounting, budgeting and supervision.
- Knowledge of fund accounting and how it applies to higher education.
- Demonstrated proficiency with computerized information systems and the ability to adapt and use them in specific environments.
- A background and credit history check will be required of the successful applicant.

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