



UNIVERSITY  
*of* ALASKA  

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*Many Traditions One Alaska*

## Position Job Duties

### 531410\_Director of Administrative Services

#### 30% - FINANCIAL MANAGEMENT

- \* Develop and submit Mat-Su College's annual operating and auxiliary budgets to meet strategic goals based on analysis of general fund allocation, tuition and fee projections, restricted funds, and projected needs.
- \* Continually maintain operating budget to ensure authority is adjusted when appropriate, potential over-expenditures are avoided, and ensure that operational cost monitoring is applied to all facets of Mat-Su College's administration and operations.
- \* Prepare financial management reports for Mat-Su College including the projections of revenues and expenditures to meet budgetary goals. Prepare and submit the management report as prescribed by UAA budget manager.
- \* Prepare and analyze financial resources, financial needs and provide strategic-based recommendations to assist with the development of new programs.
- \* Advise executive management, department heads, and disciplines of budget status, issues and adjustments.
- \* Reconcile fund balances, prepare and submit budget revisions, and correct JVs as necessary.
- \* Assist with the budgetary development of Mat-Su College grant and contract proposals and awards.
- \* Monitor grants and contracts to ensure adherence to planned program expenditures.
- \* Provide budgetary training to departments, disciplines, and student organizations, as requested.
- \* Assist student agencies (Student Government, Student Clubs) with the development and submission of annual operating budgets.
- \* Serve as financial advisor for campus events and activities for departments, disciplines, and clubs.
- \* Collaborate with Mat-Su College Physical Plant Coordinator and College Director to identify, prioritize, and monitor capital and deferred maintenance projects, in conjunction with UAA Facilities Planning & Construction.



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## **Position Job Duties**

### **25% - SUPERVISION**

- \* Direct, motivate, and manage staff performing diverse functions and activities in a service-oriented department while promoting high levels of integrity, customer service, and performance.
- \* Establish performance standards; set goals, priorities and expectations; complete annual employee evaluations.
- \* Provide guidance in professional and personal growth and development opportunities.
- \* Organize the department as appropriate.
- \* Oversee the functions of the staff Mat-Su College HRC who serves as liaison to UA Human Resources.

### **25% - ADMINISTRATIVE MANAGEMENT**

- \* Assist and support executive management with short- and long-term institutional strategic planning, needs assessment, and program evaluations to ensure assets are strategically directed for maximum return.
- \* Serve on the Mat-Su College Executive Leadership Team.
- \* Assemble and analyze historical financial data, identify trends, and provide projections to enable better decision making.
- \* Act as a sounding board for Mat-Su College executive management and provide advice on industry trends and best practices.
- \* Monitor, negotiate, and prepare vendor contracts for campus operations.
- \* Advise senior management, staff, faculty, and student organizations on obtaining external funding through solicitation of donations and gifts.
- \* Act on behalf of executive management in absence for budgetary and administrative decisions.
- \* Prepare, participate and respond to all internal and external audit requests including grant and contract agency audits.
- \* Other duties as assigned.

### **20% - ACCOUNTING**



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## **Position Job Duties**

- \* Provide leadership through active participation with department team.
- \* Oversee all Mat-Su College accounting functions. This includes, but is not limited to, accounts receivable and collections (student accounts), procurement, travel, accounts payable, payroll, human resources, asset management, timesheet processing, procard reconciliation, setup of semester tuition and fee charges, depository reconciliation, cashiering, general ledger reconciliation (including summer tuition and fee deferrals and allowance for bad debt), fiscal year-end processing, grant management, cash controls, scholarship fund reconciliation, auxiliary operations (Campus Store) and student club financial management.
- \* Manage and maintain college internal controls and processes, perform risk assessments, research and analyze accounting problems, and implement necessary corrective action.
- \* Maintain institutional integrity by ensuring consistent interpretation and application of rules and regulations to include Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB), and university accounting and administrative policies and procedures.