

Job Level	Director of Finance and Administration	Management Level III
Problem Solving	<ul style="list-style-type: none"> * Ensure the College of Business is in compliance with federal, state, local laws, and University policies. * Ensure the college meets its fiduciary responsibilities in all aspects of funding. * Provide leadership and direction to multiple departments within the purview of the administrative operations of the College of Business. * Develop and lead strategic initiatives to lead the implementation of programs that meet the COB strategic plan and mission. * Develop short, medium, and long-term financial, capital and operational plans to insure the college meets College and University level strategic planning objectives. 	<ul style="list-style-type: none"> ▪ Problems are often unclearly defined and fundamental principles may not apply ▪ Solutions must take into account future considerations.
Interaction/ Communication	<ul style="list-style-type: none"> * The Director for Finance and Administration serves as a trusted advisor to the Dean and works closely with the Dean and COB Executive leadership to plan and manage COB strategic initiatives and develop short, medium, and long-term financial, capital and operational plans. * Collaborate with CSU Central Administrators in the Provost and VPUO units including the Budget Office to provide input and assistance in budget, fiscal, and administrative policy development. Collaborate with CSU Central IT administrators to provide input and assistance in IT system implementation priorities. 	<ul style="list-style-type: none"> ▪ Typically reports to a department head. ▪ Reconciles multiple stakeholder views.
University Impact:	<ul style="list-style-type: none"> * Initiate and lead the implementation of programs that meet the College's strategic plan and mission; work closely with Colorado State University's leadership to achieve goals and objectives identified in the College and University's strategic plans. 	<ul style="list-style-type: none"> ▪ Translates strategy into operational processes. ▪ May provide input into strategy of the department or function.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Develop and administer College of Business Budget (\$20M) 	<ul style="list-style-type: none"> ▪ May develop and manage a budget.
People Management	<ul style="list-style-type: none"> * Director of Information Technology, Senior Manager of Fiscal Operations, Manager of Human Resource Operations, Human Resources Business Resident 	<ul style="list-style-type: none"> ▪ Manages teams of primarily professional roles; may supervise project management levels. ▪ People management responsibility for pay reviews, performance management, and resource planning.