

## **Vice President for Business Affairs**

The Vice President for Business Affairs reports directly to the President and is responsible for planning, coordinating, and directing the business and financial affairs of the institution.

### **Vice President for Business Affairs Responsibilities:**

- Serve as a member of the President's Cabinet.
- Oversee the preparation of biennial and annual operating budgets including interpreting and monitoring legislative and SBHE rules and regulations to ensure compliance.
- Develop and maintain systems of internal controls to safeguard financial assets of the university.
- Oversee the preparation of all financial reports including the Annual Financial Report, and reports to oversight organizations including North Dakota University System, Office of Management and Budget, and North Dakota Legislative Council ensuring compliance with generally accepted accounting principles and other reporting requirements.
- Serve on the Board of Directors of the following MaSU Component Unit organizations, Comet Athletic Club and Mayville Mutual Aid Corporation.
- Oversee new construction and major remodeling projects including approval, contract administration, and budget and expenditure activity in accordance with SBHE Facilities Policies.
- Serve as the institutional representative to the NDUS Administrative Affairs Council and the Student Loan Service Center Steering Committee. Participate in SBHE Budget and Finance Committee meetings upon request.
- Serve on the Athletic Committee, Technology Planning Committee, and Student Financial Aid Committee. Chair the Student Activity Fee Finance Committee.
- Oversee activities to insure institutional adherence to SBHE Financial Affairs policies including: purchasing procedures, equipment and personal property leases, tuition and fees, tuition waivers, room and board charges, and contract review.
- Assist in the development and preparation of institutional strategic plans, to include the articulation of goals, strategies, and outcomes as they relate to Business Affairs areas.
- Serve as chief administrative officer providing oversight for the following service areas: Business Office, Facilities Services, Physical Plant, Dining Services, Bookstore and Human Resources.
- Serve on the Governing Board for the Head Start and Early Head Start Programs.
- Assume other duties and responsibilities as assigned by the President.

**Adopted: Fall, 2014**

**Sponsored by: President and Vice President for Business Affairs**