

**Fiscal Officer
The Department of Intercollegiate Athletics
The University of Montana**

The Fiscal Officer for the Department of Intercollegiate Athletics is the chief financial officer for the athletic department and, as such, has fiduciary responsibilities for all funds allocated to the department, including: general, restricted, designated, plant, agency and auxiliary funds. The Fiscal Officer oversees the financial planning, budgeting, accounting and fiscal management of a \$10,000,000 operation composed of 14 intercollegiate sports. Duties include:

- Preparation of the annual operating plan and budget;
- Monthly and quarterly reconciliation of revenues and expenses to the budget at the individual sport level as well as departmental level;
- Responsibility for departmental purchasing;
- Authorization and tracking of personnel expenses;
- Review and reconciliation of funds raised by the Grizzly Scholarship Association and The University of Montana Foundation, and their allocation to the Athletic Department;
- Tracking and reconciliation of scholarship/fee waiver expenses;
- Preparation of the annual NCAA and Commissioner's financial report;
- Reconciliation of NCAA tickets sold with the Adams Center Box Office;
- Review and reconciliation of trade outs and complimentary tickets
- Supervision of the accounts payable/receivable functions;
- Responsibility for accurate journal vouchers and other accounting entries entered in the BANNER financial system;
- Preparation of various management reports as needed.

A bachelor's degree in Business or a related field is required. Additional certification as a CPA or an MBA degree is desired. Previous experience in university finance and/or intercollegiate athletics is desired, as is previous experience with the BANNER system.

The Athletics Fiscal Officer works with the Director of Intercollegiate Athletics but reports to and is accountable to the Vice President for Administration and Finance. The compensation for this position includes a salary range of \$45,000 to \$48,000, and includes a comprehensive benefits package. Starting salary is commensurate with qualifications and experience.