

## View Pending Template Summary - Associate Director, FP&M Business Services

### Posting Details

Position Title Associate Director, FP&M Business Services

Non-Academic Classification Title  
(Non-Academic Only) ME101 - Associate Director

Preferred Qualifications

#### JOB PURPOSE

Manage the varied financial and internal control activities of the budget and finance operations of Facilities Planning & Management Division. Direct and control financial, human resources, and daily business operations. Coordinate and direct related work of multiple functional sub-units.

Represent top leadership of the Business Services Department and function as liaison or resource to University personnel. Work collaboratively with other operating units.

#### ESSENTIAL FUNCTIONS

Manage and administer fiscal matters for Facilities Planning & Management which includes Design and Construction Services, Custodial, Grounds, Engineering Maintenance, Trades, and Utilities. Facilities Planning & Management has total funding of \$19 million and Utilities of \$19 million. Responsible for assisting strategic budget preparation, development of short and long term plans, cost projections, budget estimates, statistical analysis and reporting of fiscal activities.

Assist in the administration of personnel matters for Facilities Planning & Management with 373 full-time equivalent personnel. Responsible for the implementation of organizational plans and processes for salary administration, performance management, staffing and recruitment, administration of labor contracts and grievance handling, employee discipline and employee relations.

Essential Functions

Assist Director in the management of Workforce (Time and Attendance) system, the University on-line hiring system, approver of EPAF's, the management of FMLA reporting and the delegator and/or expense approver for TravelWayne, coordinator for Procard transactions. High proficiency in computerized accounting systems (BANNER), use and maintain CMMS (TMA Systems) and perform as secondary support in approving expense transactions in WayneBuy.

Manage and control day-to-day activities of direct reports, i.e., selection, discipline, and conducting performance appraisals for direct staff as well as overseeing workflow, developing and implementing operating efficiencies and process and procedural improvements, interpreting and training staff on University policies and procedures.

Support the department's strategic objectives and performance improvement initiatives. Develop, analyze and provide information including key performance indicators, reports, data and financials. Implement effective business practices and processes, and ensure actions are taken to achieve and maintain necessary performance outcomes. Manage and administer varied operational activities as requested by senior management of the Division including special projects, facility planning and utilization, contracting with vendors, cost/benefit studies, service on University-wide committees or project teams.

Perform related duties as assigned.

#### EDUCATION

Degree in accounting/finance or business administration. Master's degree in business related field preferred.

#### EXPERIENCE

Minimum 7 years of experience in financial management, with minimum 3 years of supervisory experience. Experience in operational planning, budget planning and implementation, enterprise-wide information systems, administrative process improvement and management of decentralized work functions and projects desired.

#### KNOWLEDGE, SKILLS & ABILITIES

**LEADERSHIP SKILLS:** Proven ability to provide organization leadership to coordinate complex and distributed work activities to meet key goals and foster best business practices.

**MANGEMENT SKILLS:** Ability to work through others and make appropriate interventions to ensure work flow is efficient, adequate resources are available and compliance with University policy and procedure.

#### Required Qualifications

**COMPUTER SKILLS:** Proficiency in Microsoft Office Suite.

Demonstrated ability to utilize various software applications to generate complex spreadsheets and manage databases. Sufficient working knowledge of Banner and its reporting systems and CMMS (TMA) software.

**TEAM BUILDING SKILLS:** Foster collaborations across a wide span of control including motivating individuals and groups to collectively meet common objectives.

**RESULTS ORIENTATION:** Demonstrated skills and a track record for achieving expected program outcomes within given budgetary or resource parameters.

**PROBLEM SOLVING SKILLS:** Develops alternative approaches and ideas. Identifies and resolves problems in a timely manner.

**PLANNING/ORGANIZATIONAL SKILLS:** Develops strategies to achieve organizational goals. Prioritizes and plans work activities; adapts for changing conditions.

Job Category

Management

E-Class & Description

MA-Management

EEO

30-Other Professional (Support/Service)

Position Class

ME101

Employer Pass Msg

Thank you for your interest in career opportunities at Wayne State University. The selection process is currently underway and will continue until a successful candidate is chosen. Following an initial review, selected candidates will be contacted directly for an interview.

Employer Fail Msg

Your responses to the supplemental questions indicate that you do not meet the stated minimum qualifications for this position. We hope that you will consider other job opportunities at Wayne State University.

Salary (Minimum)  
(Non-Academic Only)

50600

Salary (Hire Max)  
(Non-Academic Only)

Salary (Maximum)  
(Non-Academic Only)

93600

Hourly Rate

(Non-Academic Only)

#### Hiring Steps

Step	Stage
1	Search Committee Review
2	Interviewed
3	Recommended Finalist
4	Process Complete

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#### [Affirmative Action/Equal Opportunity Employer](#)

The Affirmative Action Plans for Minority/Female and Veterans and Individuals with Disabilities is available in their entirety on the OEO website.

Wayne State University is an Affirmative Action/Equal Employment Opportunity employer, which complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Wayne State University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin, age, disability or veteran status, or any other characteristic protected by applicable law.

Wayne State University \* Employment Service Center \* 5700 Cass Avenue \* Suite 1900 AAB  
Detroit, MI \* 48202 \* (313) 577-2010

Send comments or questions to: [jobs@wayne.edu](mailto:jobs@wayne.edu)