

Assistant AD for Business Operations

Responsible for the efficient management and strategic leadership of all aspects of the Athletic Department business and finance office. Provide organizational oversight of the business office staff and the various daily, weekly, and monthly business-regulated operations, as well as financial planning and analysis oversight. Responsible for compliance with all NCAA rules and regulations. Serve as a member of the executive and senior leadership teams.

JOB DUTIES:

- Provide oversight of the division's fiscal management, including budget development and reporting of the operating budget, restricted funds, and revenue.
- Act as a final approver of the division's purchase requisitions, vendor payments, and credit card transactions.
- Create financial reports for the Athletic Director and senior leadership. Communicate financial data to all head coaches and area supervisors.
- Manage the daily operations of the business office.
- Supervise multiple full-time staff members and one graduate assistant.
- Collaborate with multiple campus partners on accurate reporting and financial projections, including ticket office, financial services, and the controller's office.
- Assist the Financial Service's office during monthly reconciliation, year-end close, and any internal/external audits related to athletic accounts.
- Review the NCAA and EADA reports for accuracy before Financial Services submission.
- Develop data analytic tools to generate short and long-term financial projections regarding operating revenues and expenses.
- Assist the Associate AD for Revenue Generation and Business Analytics in reporting and evaluating all revenue generation activities and examining possible new revenue generation opportunities.
- Aid in negotiating department contracts, including transportation, apparel contracts, multimedia and sponsorship rights, team-specific recruiting, and game/practice preparation software, and facilities. Marginal Duties: Perform all other duties as may be required.

EDUCATION AND EXPERIENCE

- Master's Degree in finance, accounting, management, or other accredited business-related field institution required.
- Five to seven years' experience in accounting, higher education, and/or sports administration or an equivalent combination of education and experience.
- Working knowledge of accounting best practices for higher education, NCAA rules and regulations, the Department of Education's Equity in Athletics Disclosure Act (EADA), and NCAA financial reporting.
- Proficient in using technology related to financial analysis and other associated computer applications such as Banner, Tableau, Microsoft Excel, and Access.
- Strong oral, written, and interpersonal communication skills.
- Strategic, innovative, and creative thinker.
- Ability to work with little supervision.
- Ability to work well with others and effectively lead a team.

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.