DIRECTOR OF OPERATIONS AND FINANCE

Position Announcement
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Director of Operations and Finance. Reporting to the Associate Executive Director of the Institute, and working in conjunction with the Executive Director, this position is responsible for overseeing the administrative and financial operations of the Institute including developing and maintaining administrative processes to manage the Institute office, establishing financial systems that help accomplish programmatic objectives of the Institute, and working with the University of Nebraska’s Central Administration in a number of different areas.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are both university- and state-wide, but that the Institute’s administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities
Administrative Oversight:
- Direct the administrative functions of the Institute, including development and management of systems and procedures to ensure the organization’s effectiveness and to support professional staff. Responsible for supervising administrative staff.
- Direct human resource functions for the Institute, including facilitation of recruitment, hiring and orientation processes with the University of Nebraska’s Central Administration, supporting directors with performance development and management of staff (e.g., performance reviews), insuring that state and federal labor standards are maintained, projecting future personnel needs, and other university personnel requirements.
- Facilitate the Institute’s growth by participating in the expansion of its facilities in close coordination with Institute leadership, university personnel, and vendors as needed.
- Provide administrative oversight of the Institute’s Collaboratorium at the University of Nebraska-Lincoln.
- Assume other duties as assigned.
Financial Management:
• Oversee and maintain the financial functions of the Institute, including generating and monitoring annual Institute budget, tracking financial records of grant funded programs, and supervising finance staff.
• Partner with the Institute’s leadership to strategically plan for the organization’s long-term financial sustainability.
• Develop Institute financial systems to support the programmatic objectives of the Institute in coordination with the University of Nebraska’s Central Administration.
• Generate, monitor, evaluate, and forecast operational budgets for the Institute, providing analysis and interpretation of financial activity and position to provide a basis for operational and programmatic planning, operating controls, and organizational performance.
• Advise Institute leadership on financial obligations and potential risk and opportunity during the formulation, negotiation, and execution of all Institute contracts and MOU’s.
• Track budgets and expenditures related to implementation of all sponsored financial accounts, including financial oversight for budget, contracts, and subcontracts. Maintain revenue and expense records, as well as fund balances.
• Supervise accounts payable and receivable in coordination with the University of Nebraska’s Central Administration and prepare tracking report/systems as needed.

Minimum Requirements:
• Bachelor’s degree with an emphasis on administration and/or finance helpful.
• Six to eight years of progressive responsibility and success in a similar operational and budgetary role.
• Excellent organizational skills with the ability to effectively oversee multiple projects and tasks simultaneously.
• Demonstrated ability to use highly developed supervisory skills.
• Demonstrated experience managing diverse funding sources (e.g. endowment, foundation grants, government contracts, etc.)
• Excellent written and verbal communications skills and a commitment to work collaboratively with all individuals.
• Advanced proficiency with Microsoft Office applications (Word, Excel, and Power Point). Demonstrated expertise using Excel to create and maintain spreadsheets, charts, and graphs to chart and communicate the Institute’s financial position. Knowledge of or ability to learn SAP.
• Experience working within a university system is desirable.
• An equivalent combination of education and experience from which comparable knowledge and abilities is acquired may be considered.

Successful candidates will exhibit the following personality traits:
• Ability to work in a fast paced environment, managing multiple priorities, and work well under pressure with strict deadlines.
• Team leader with a high level of initiative and desire to continuously improve processes, procedures, and successful performance of the Institute.
• Supervisory skills for motivating, guiding, and evaluating employees.
• Accurate, detail oriented, dependable, with excellent organizational and planning skills.
• Excellent analytical, problem solving, and conflict resolution skills.
• Maintains the highest levels of integrity and confidentiality regarding Institute and employee information.
How to Apply
Application review begins immediately and continues until position is filled. Applications processed through the on-line job posting at https://careers.nebraska.edu. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resume, and contact information for three professional references.

Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the on-line application process to: (402) 472-2111. The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.