

**Kansas Board of Regents
Position Description for
Associate Director for Finance**

Date: December 2025
Name: Vacant
Position No.: K0218389
Supervisor: Director, Finance and Administration

Brief Description of Position:

The Associate Director for Finance oversees agency accounting operations, audit coordination, and regulatory reporting, ensuring compliance with federal and state requirements. This role manages grant administration, transactional processes, and provides policy guidance to internal teams. The Associate Director also serves as a key resource for financial inquiries and supports the Director for Finance and Administration as needed.

Position Duties:

Financial Operations & Systems Management

- Oversee agency accounting operations and administration of financial systems and reporting.
- Supervises and provide leadership to the Financial Assistant, ensuring accurate financial processing, compliance with policies, and timely completion of tasks.
- Review and approve major financial transactions and journals in SMART and associated systems, ensuring compliance with internal controls and fiscal policies.
- Lead the year-end financial process, alumni account audits, and system maintenance for financial databases and fields (SMART, UMB, KHEDS, SAM.gov).

Grant Oversight

- Provide expertise and oversight in the creation, management, and monitoring of federal and special grant contracts, budgets, and subaward schedules.
- Guide the maintenance and dissemination of grants and special project funding data to relevant stakeholders and teams.

Compliance, Reporting, and Audit Coordination

- Coordinate the preparation and submission of all required federal and state financial reports, including ABE, CP, and FFATA submissions, ensuring compliance with regulatory requirements.
- Collect, review, and report on all financial reports and audits from postsecondary educational institutions and affiliated corporations, ensuring comprehensive oversight of submitted documentation.
- Prepare and coordinate agency audit confirmation responses for CPA requests, supporting annual audit review processes and fulfilling agency-wide reporting obligations (ACFR, SEFA) and biannual certifications.
- Review and provide supporting procurement card (pcard) documents for annual OPC audit.
- Complete biannual lease certification and support related compliance activities.

Transactional Oversight & Cost Management

- Direct agency processes for supplier ACH enrollment and manage cost sharing and expense allocation for administrative and operational functions.
- Direct procurement card program administration, review related transactions, and initiate necessary process improvements for efficiency and accountability.

Policy Guidance & Stakeholder Support

- Provide policy and procedural guidance to administrative and finance teams, ensuring alignment with State of Kansas guidelines and Federal rules and regulations regarding the use of federal funds.
- Serve as a key resource for internal and external financial inquiries, providing ad-hoc data analysis, fiscal reporting, and policy interpretation as needed

Other Duties

- Perform other duties as assigned by the Director for Finance and Administration.

Supervisory Duties: Financial Assistant

Required Qualifications

- Demonstrated familiarity with federal and state financial regulations, particularly those relevant to the use of federal funds in higher education.
- Experience coordinating audits, preparing financial reports, and ensuring regulatory compliance.
- Strong understanding of financial operations, reporting, audits, and compliance requirements.
- Proficiency in managing complex financial databases and systems.
- Excellent oral and written communication skills, as well as strong interpersonal, critical thinking, and analytical abilities.

Preferred Qualifications

- Bachelor's degree in business, accounting, finance, or a related field.
- Six or more years of progressively responsible experience, ideally in postsecondary education or a state agency.
- Extensive experience in grant administration, including grant creation, management, monitoring, compliance, and reporting.
- Ability to oversee budgets, manage subaward schedules, and administer special project funding.
- Proven leadership in managing financial operations and projects.
- Demonstrated skill in disseminating grant data and supporting stakeholders.
- Commitment to ongoing process improvement and enhancing operational efficiency.