



Ohio Administrative Code

Rule 3361:10-5-07 Organization: the vice president for finance.

Effective: May 29, 2019

(A) The vice president for finance shall, under the general supervision of the senior vice president for administration and finance, perform the duties listed in this section. The vice president for finance prepares the university's budget, accounts for revenues and expenditures, develops the system of internal controls and the informational base for financial planning and decision-making, coordinates the university's temporary investment portfolio, supervises the preparation of an annual financial report which shall constitute the permanent financial record of the university and the presentation of such report and any other related audit reports to the audit and risk management committee of the board of trustees. In addition to the foregoing, the vice president for finance shall develop the process for evaluating and selecting underwriting services for the university and shall recommend selected providers to the board. The process developed by the vice president for finance shall be deemed a modification of competitive bidding guidelines pursuant to paragraph (I) of rule 3361: 20-23-02 of the Administrative Code.

(B) The vice president for finance shall provide leadership and coordination to the controller, the treasurer, and the offices of budget management and business core systems. The vice president for finance shall also provide management and maintenance of the university's physical plant and utilities; the maintenance and control of university property and inventories; the administration of auxiliaries, including the bookstores, vending, housing and food services, the student union and recreation center, transportation services, trademark and licensing, and parking services; administrative activities related to recreational sports, intramurals, and university conferencing.

(C) The vice president for finance may assign to a branch campus dean the authority to act in his behalf for the management and maintenance of the physical plant of the branch campus administered by that dean, but shall nonetheless retain overall responsibility for such physical plant.

(D) The vice president for finance shall prepare detailed quarterly reports on the finances of the university so as to give the finance and administration committee, through the president, a current picture of the financial condition of the university.



(E) As necessary, the vice president for finance shall develop recommendations for policy or program changes to control expenditures within the level of projected revenues. The vice president for finance shall monitor departmental performance against the budget, and shall provide guidance and internal advising to departments in the area of program planning, budget control, and management improvement.

(F) As necessary, the vice president for finance shall develop recommendations for policy, program and operations changes to conserve resources, introduce cost effectiveness, take advantage of new technologies, and meet changing university needs.

(G) The senior vice president for administration and finance may assign additional responsibilities to the vice president for finance as deemed necessary.