



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## Resolution No. 20-03

### RELATIVE TO AMENDING THE CHIEF BUSINESS OFFICER POSITION DESCRIPTION

**WHEREAS**, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

**WHEREAS**, the Research Corporation requires a core team of administrators to develop and implement policies and manage day to day activities of the corporation; and

**WHEREAS**, the Board of Directors approved administrator position descriptions on December 15, 2017; and

**WHEREAS**, RCUOG seeks to fill the Chief Business Officer position; and

**WHEREAS**, RCUOG management has determined that, in order to increase the pool of applicants for the position of Chief Business Officer, the minimum qualifications relating to higher education experience should be listed under preferred qualifications; and

**WHEREAS**, RCUOG management recommends that the minimum qualifications requiring three (3) years as a supervisor, manager, or project leader be increased to five (5) years as a supervisor, manager, or project leader to ensure an experienced manager is hired for the position.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the Chief Business Officer position description, as amended.

Adopted this 26th Day of June 2020.

*Thomas W. Krise*  
Thomas W. Krise (Jun 29, 2020 10:36 GMT+10)

Dr. Thomas W. Krise, Chairperson

**ATTESTED:**

*Cheryl R. Sanguenza*  
Cheryl R. Sanguenza (Jun 29, 2020 10:09 GMT+10)

Dr. Cheryl Sanguenza, Secretary



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## Position Description Chief Business Officer

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### **Position Narrative:**

The Chief Business Officer (CBO) reports directly to the Executive Director. The CBO is primarily responsible for the combined functions of administrative, financial, and operations management of the RCUOG. The CBO ensures compliance with federal regulations pertaining to higher education and utilizes higher education software systems. The CBO supports the achievement of institutional purposes and educational objectives in a manner that creates an efficient environment consistent with the UOG's mission, autonomy. This position oversees the RCUOG finances, a multitude of grant budgets, and ensures compliance with federal regulations.

### **Duties and Responsibilities:**

- Overall responsibilities include the management of support services such as accounting, procurement, human resources, IT and auxiliary enterprises. Primary objective is to plan, direct, and coordinate operational activities to ensure the proper and efficient use of resources consistent with mission of RCUOG
- Oversee financial components for a multitude of grants from various federal, local, and private foundation funding agencies
- Assist in the development of RCUOG strategic plans
- Develop accounting and reporting systems to meet the information needs of administrators, Board of Directors, auditors, and external stakeholders
- Provides reports and information to the University and auditors as part of the University's annual audit
- Regularly assess financial outcomes, provide reports, provide counsel to assist RCUOG administrators and staff and Board of Directors in efficient, effective, and timely management of financial resources
- Assess policies, procedures, reporting, systems and internal controls to streamline processes and implement best practices in support of RCUOG's academic, research, and community service mission
- Develop and administer the annual operations budget to sufficiently allocate resources to meet RCUOG needs
- Represent the RCUOG's interest with local and federal government officials, auditors and other external contacts
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with RCUOG needs and policies



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- Perform other duties as assigned

### **Minimum Qualifications:**

- Bachelor's degree in accounting, finance, or closely related field from a U.S. institution of higher education.
- Must possess one of the following: a) Certified Public Accountant (CPA); b) Certified Government Financial Manager (CGFM); c) Master's Degree in Business Administration (MBA); or d) Master's Degree in Accounting (MAcc).
- Seven years of professional experience in the practice of accounting or finance, five of which include experience as a supervisor, manager, or project leader.
- Understanding of the audit process.
- Ability to communicate and work effectively with the public, students, and with employees.
- Working knowledge of the Code of Federal Regulations.
- Experience overseeing the financial management of Federal grants.

### **Preferred Qualifications**

- Knowledge of administrative policies, procedures, and processes in higher education.
- Experience working with Federal financial reporting systems.
- Experience in the use of Ellucian's Colleague system or another integrated enterprise system used in higher education.

**Salary Range:** \$68,374 - \$102,560

- Salary based on work experience, credentials, and availability of funds.