

Director of Finance - Football

Job Code: 8167

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides strategic financial oversight across all aspects of football operations, with a primary focus on managing the football program's annual budget, Revenue Share allocation, and player-related logistical support. The individual will work in conjunction with the Athletics Business Office to ensure overall financial accountability within the football program. This role supports the program's long-term financial sustainability while ensuring internal processes align with OU Athletics Department, University, conference, and NCAA standards

- Manages financial planning and budget strategy for the football program, including forecasting, cost analysis, and regular reporting
- Manages the annual football operating budget in conjunction with the Athletics Business Office including but are not limited to: processing purchase orders, payment vouchers, expense reports, foundation account review, etc.
- Coordinates internal financial aspects of revenue share operations as it pertains to the football program:
- Works in collaboration with Athletics Compliance, NIL Department, and Athletics Business Office to ensure all activities meet NCAA, conference, and institutional rules
- Tracks disbursements and maintain internal compliance protocols
- Conducts financial modeling and run payment scenario analyses based on roster movement and forecast projections
- Collaborates with coaching and personnel staff to manage roster forecasting and align compensation strategies with scholarship and revenue share allocations
- Collaborates with all support units within the football program to ensure financial accountability within their areas
- Conducts regular reviews and tracking of football program's use of private plane hours and costs
- Supports a team-wide culture focused on helping student-athletes grow as leaders and well-rounded individuals, both on and off the field
- Perform other duties as assigned by the Head Coach, General Manager, and FB Chief of Staff.

Minimum Qualifications

Education:

- Bachelor's degree in Finance, Business Administration, Management, Accounting, or a related field

Experience:

- 4 years of experience in accounting, budgeting, business operations, finance, or other related field

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong financial background and must be able to review and analyze numbers
- Ability to maintain confidentiality and adherence to NCAA, conference, and institutional compliance policies as well as discretion in handling confidential matters
- Ability using Microsoft Office suite, particularly high proficiency with Excel
- Knowledge of accounting, audit preparation, fiscal management, budgetary principles and processes
- Ability to create financial modeling and analysis, with sharp attention to detail
- Exceptional communication and presentation skills, including the ability to develop and present findings to all levels of management
- Strong critical thinking and problem solving, exercising good judgment to solve problems and complete work efficiently
- Ability to manage multiple requests simultaneously in a fast-paced with the ability to meet deadlines
- Strong interpersonal and relationship-building skills, with ability to partner cross-functionally at all levels of the organization

Working Conditions

Standard office environment

Occasional evening or weekend hours may be required based on the football program's operational needs, events, or deadlines



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Ability to sit or stand at a desk for extended periods
Frequent use of computers and office technology

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