



UNIVERSITY OF WASHINGTON | HOUSING & FOOD SERVICES | SEATTLE, WASHINGTON

CHIEF BUSINESS & FINANCE OFFICER

THE OPPORTUNITY

Housing & Food Services seeks a strategic, collaborative Chief Business & Finance Officer to provide leadership, vision and direction for the financial health and resource alignment of HFS. Reporting to the Assistant Vice President for Student Life and Executive Director of HFS, the CBFO is a member of the Senior Leadership Team and serves as the senior executive for Finance, Procurement and Husky Card Services, while partnering closely with the Chief Information Officer to align technology, data and financial investments with departmental priorities.

LEADERSHIP MANDATE

- **Financial stewardship & operations.** Direct accounting and reporting, debt service and asset management, internal controls and reconciliations, accounts receivable and payable, payroll, annual budget development and rate-setting, procurement, purchasing, contract administration, risk coordination and business continuity.
- **Strategy, forecasting & capital.** Lead long-range financial planning, forecasting, business modeling, capital planning and pro forma analysis; evaluate growth opportunities and new revenue sources; and develop meaningful benchmarks and performance measures.
- **Technology, data & enterprise alignment.** Serve as executive sponsor and strategic partner to the CIO, integrating financial and IT resource planning, supporting digital transformation and systems modernization, and reinforcing the CIO's authority for enterprise architecture, cybersecurity, data governance and technology standards.
- **Husky Card & campus services.** Provide strategic and operational oversight for Husky Card Services, including debit programs and system integration, and guide its long-term development as a critical campus service.
- **People leadership.** Directly supervise up to seven professional leaders and provide indirect leadership to more than 40 professional and classified staff through clear expectations, coaching, development, succession planning and accountability.

CANDIDATE PROFILE

The successful candidate will be an accomplished financial leader who can move comfortably between enterprise strategy and operational detail, build trust across complex stakeholder groups, and lead through influence and partnership. Strong candidates will demonstrate success in strategic planning, forecasting and analysis, cross-functional leadership, relationship building, communication and organizational culture.

ABOUT HFS

HFS is an integral partner in the UW's commitment to vibrant student life and educational opportunity. Its mission-driven work supports housing, dining, community, academic success, leadership development, campus engagement and the daily services that help students thrive. HFS describes care as an essential ingredient of its business and holistic learning as the passion that drives its work. HFS is a self-sustaining auxiliary department with \$170M annual revenue.

ROLE AT A GLANCE

REPORTS TO

AVP for Student Life & ED, HFS

TEAM

Up to 7 direct reports; 40+ indirect staff across Business & Finance and IT

COMPENSATION

\$13,750-\$15,239/month | \$165,000-\$182,868 annual

WORK ARRANGEMENT

Hybrid work of 1-2 days remote per week may be available based on operational needs and approval.

Benefits can be found at: [UW Benefits](#)

CLICK TO APPLY: [Chief Business and Finance Officer](#)

#HUSKY HOME

Working together to enhance student life.

PURPOSE

Provide leadership, vision, and strategic direction for the financial health and resource alignment of Housing & Food Services (HFS). This includes oversight of financial operations, long-range planning, procurement, and the campus ID card program, as well as close partnership with the Chief Information Officer (CIO) to ensure technology, data, and financial resources are aligned in support of departmental priorities. The CBFO fosters a strong, collaborative team culture and serves as a visible leader within HFS and across campus.

RESPONSIBILITIES

Organizational Effectiveness (35%)

- Direct the following functions and ensure compliance with applicable University, state, and federal requirements:
 - Financial accounting and reporting (including debt service and asset management)
 - Internal controls and reconciliation of accounting activities
 - Accounts receivable and payable
 - Payroll
 - Contract administration, purchasing, and procurement
 - Annual budget development and rate approval process
 - Financial reporting and analysis
- Provide strategic and operational oversight for Husky Card Services, including debit card programs and system integration.
- Provide executive sponsorship and partnership with the Chief Information Officer, ensuring financial and technology strategies are jointly developed and aligned to departmental priorities.
- Support and reinforce the CIO's authority over enterprise architecture, cybersecurity, data governance, and technology standards.
- Coordinate with UW Risk Management on insurance coverage and risk mitigation.
- Develop and maintain fiscal and administrative policies and procedures.
- Maintain accurate data and reporting to support operational and strategic decision-making.
- Develop and maintain business continuity plans.

Strategic Planning (25%)

- Lead development of long-range financial plans and strategies that align with departmental goals and initiatives.
- Partner with the CIO to advance enterprise digital transformation, data-informed decision making, and modernization of core business systems.
- Integrate financial and IT resource planning to support operational efficiency and innovation.
- Oversee financial forecasting, business modeling, and capital planning.
- Develop pro forma analyses for growth and capital development projects.

- Support expansion of revenue sources to supplement traditional resources.
- Guide strategic and long-term planning for Husky Card Services.
- Oversee benchmarking reports and development of performance measures.
- Represent HFS in campus-wide financial planning efforts.

Leadership (20%)

- Build and sustain a positive, collaborative organizational culture across Finance, IT, and Husky Card teams.
- Serve as a visible leader within HFS and represent the department on University committees and initiatives.
- Champion innovation and continuous improvement in financial and technology practices.
- Ensure the CIO maintains regular, direct engagement with the Executive Director and Senior Leadership Team on enterprise technology strategy and risk.
- Model values and behaviors that support an inclusive, student-focused organizational culture.
- Cultivate and sustain effective relationships with campus and external partners.

Supervision (17%)

- Provide coaching, mentorship, and professional development for direct reports and their teams.
- Establish performance standards and evaluate staff performance.
- Support succession planning and team cohesion.
- Ensure compliance with department and University personnel policies and procedures.

Perform other duties as assigned (3%).

IMPACT TO THE UNIVERSITY

This position contributes to the University by:

- Ensuring the financial health and stability of HFS, a self-supporting auxiliary enterprise with a \$150 million budget.
- Aligning financial and technology resources to support student success and operational excellence.
- Strengthening fiscal stewardship and risk management across all departmental operations.
- Enhancing campus services through oversight of Husky Card operations and technology integration.

POSITION COMPLEXITIES

This position directs multiple functional areas that interface with all other units within HFS and numerous University entities. It involves direct engagement with students and campus partners. The

role oversees complex financial systems and technology resources, requiring strategic integration and collaboration. Compliance with financial, business, and technology policies is paramount. The CBFO and CIO collaborate as senior leaders within the Senior Leadership Team, working closely to align financial stewardship, technology capability, and data governance in support of the HFS mission.

WORKING CONDITIONS

Regular daytime office hours, Monday through Friday, with occasional evenings and weekends for special events, student engagement, or emergencies. A hybrid work schedule of one to two days per week may be available, subject to supervisor approval and operational needs.

SUPERVISORY RESPONSIBILITIES

Direct supervision of up to seven full-time professional staff:

- Chief Information Officer
- Assistant Director, Accounting Operations
- Assistant Director, Accounting Services
- Assistant Director, Financial Planning & Analysis
- Manager, Husky Card and ID Center
- Procurement Manager
- Operations Support Specialist

Indirect supervision of over 40 FTE professional and classified staff in the Business & Finance and Information Technology units.

REPORTS TO

Assistant Vice President for Student Life and Executive Director of Housing & Food Services

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, accounting, finance, economics, or related field and five years of financial leadership experience.

- Experience supervising professional and technical staff
- Demonstrated success in:
 - Strategic planning, financial forecasting, and analysis
 - Leading cross-functional teams
 - Building strong relationships with internal and external partners

- Developing positive organizational culture and team cohesion
- Strong communication skills, including public speaking

Equivalent combinations of education and experience may substitute for these qualifications.

DESIRED QUALIFICATIONS

- Master's degree in business administration, public administration, accounting, or related field
- Ten years of experience in a leadership role
- Active Certified Management Accountant or Certified Public Accountant status
- Experience in higher education, preferably in student life or auxiliary services
- Familiarity with enterprise systems and IT resource planning

CONDITION OF EMPLOYMENT

- A satisfactory outcome from the employment reference check processes and education verification.

POSITION NUMBER

- 2284