Athletics Business Manager

Job Code 00001383

General Description
Responsible for providing a broad range of administrative services in the areas of budget, business, and personnel management.

Examples of Duties
Develop annual department and individual account budgets.
Monitor expenditures.
Develop, prepare, and distribute a variety of accounting, statistical and special reports.
Maintain detailed records and files.
Gather and record accounting and financial data.
Analyze accounting data and account information.
Collect, count, record and deposit cash and checks.
Maintain the athletic department advance accounting system, posting all documents and preparing reports and analyses.
Administer purchasing functions for the department.
Prepare letters, memos instructions and information documents.
Administer hourly payroll and data input for department.
Prepare accounting, statistical and information reports.
Prepare budgets for all department accounts.
Monitor and assist account managers in controlling their budgets.
Advise Athletic Director and staff in business, budget, personnel and vehicle matters.
Select, hire, train and supervise drivers for team buses.
Purchase, maintain, assign and schedule vehicles used by athletics staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: accounting principles and procedures; computers and software; vehicles and mechanical equipment.

Skill in: dealing with staff, coaches, assistant directors, and associates to exchange information and knowledge.
**Ability to:** compare and verify columns of numbers; prepare letters, memos, reports, instructions, and policies; perform basic math and count money; set up and maintain a filing system.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**