Business Manager, Campus Recreation

Job Code 00001486

**General Description**
Responsible for directing and administering all Recreational Sports financial related business and providing organization, and management of business related activities.

**Examples of Duties**
- Assist with the development of the Recreational Sports budget.
- Authorize and process capital and non-capital purchases, petty cash requests, accounts payable, internal fund transfers, HUB vendor info and requests.
- Maintenance of departmental budgets.
- Maintain accounting and financial bookkeeping and payroll system.
- Conduct cash audits among all income generating programs.
- Provide program directors with the latest account balances.
- Analyze expenditures to enhance program funding.
- Develop and assist with bid proposals.
- Prepare purchase orders, state contract requisitions, and bid tabulations.
- Coordinate bid openings, evaluate bids, and assist with making award decisions.
- Contact vendors, suppliers for products, payment or contract related issues.
- Develop business manual.
- Update existing or add new policies and procedures.
- Conduct property and inventory management of the SWT golf course.
- Process consumable and capital inventories.
- Process daily deposits within each income generating program area.
- Assist in the development of travel applications.
- Process travel vouchers.
- Evaluate staff.
- Assigns responsibilities to staff.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** GAAP and account reconciliation, cash handling, accounts payable and receivable, and bookkeeping practices; accounting principles and practices; financial management; quality team principles; computer hardware and software related to database management, word processing accounting, and business applications.
Skill in: Preparing reports, letters and memos; interacting with others; in monitoring the work of others; explaining business procedures to staff and others; effectively communicating and negotiating with others; troubleshooting; budgeting; time management.

Ability to: Establish budget; monitor and analyze expenditures; perform intermediate math; analyze and interpret a variety of written instructions, policies, and other materials.

Educational Experience
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