

Business Manager

Job Code 50037585

General Description

Responsible for providing a broad range of administrative services in the area of budgeting, business, management, and personnel management.

Examples of Duties

Responsible for directing and administering business related to financial matters, including budgeting, payroll, student employment, bookkeeping, and cash management.

Collect, analyze and summarize financial information for monitoring monthly accounting reports.

Collect, research, and make decision regarding the accuracy of expenditures and charges.

Prepare internal financial reports.

Monitor accounting systems.

May supervise and evaluate staff.

Coordinate with contractors and vendors.

Develop reliable accounting/financial systems.

Oversee purchases, including petty cash, accounts payable, and other financial transactions.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Accounting principles, university accounting policies and procedures, state and federal regulations and laws, accounts payable and receivable and bookkeeping practices; of computer hardware and software related to database management, word processing accounting and business applications.

Skill in: Preparing reports, letters and memos; interacting with others; effectively communicating with others; and leadership skills.

Ability to: Understand financial reports, written job instructions, prepare correspondence, letters, reports, memos, procedures, explain and give instructions; perform complex calculations; to effectively communicate with others in a variety of settings; operate desktop and mainframe computer and related software including spreadsheets, reports, word processing.

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