

## **Business Manager, Housing and Residence Life**

### **Job Code 50007682**

#### **General Description**

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

#### **Examples of Duties**

Responsible for directing and administering all Residence Life 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 for the Residence Life enterprise.

Collect, research, and make decision regarding the accuracy and verifiability of all Physical Plant charges related to Residence Life properties.

Prepare internal financial reports for all Residence Life accounts.

Manage financial reports and actions for all Limited Liability Corp. properties.

Monitor accounting systems for Residence Life accounts, including providing reports and information to management staff in Residence Life.

Supervise and evaluate accounting and business staff.

Analyze, prepare and provide supporting data for PCR process. Assist the Director with major projects, programs and ad hoc reports. Review and revise UPPS's and other procedural documents.

Coordinate with contractors to assure vendor generated financial reports are acceptable to university and Residence Life standards and requirements.

Develop reliable accounting/financial systems.

Administer Residence Life vending and other contracts, including laundry.

Supervise capital and non-capital purchases, including petty cash, accounts payable, HUB vendor information 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**