

Assistant Athletics Business Manager

Job Code 50009374

General Description

Responsible for providing program support for the Athletic Department, and coordinates essential components of the day-to-day operations of the business office.

Examples of Duties

Coordinate all aspects of purchasing.
Order equipment and supplies.
Process all purchase requisitions, reimbursements, and invoices for payment.
Ensure accuracy of documents before submitting for final approval.
Develop and maintain appropriate filing system.
Coordinate setup of new vendors into university financial system.
Prepare all invoices for payment.
Manage procurement card program.
Audit procurement card statements on a monthly basis.
Implement process of billing of all facility rental and sponsorship revenue.
Generate all new hire paperwork, answer personnel questions, verify and submit time sheets through automated payroll system.
Prepare travel documents for individual and team travel.
Coordinate annual charter bus agreement.
Manage process for all student-athlete secondary insurance claims.
Deposit all check and/or cash received by the athletic department.
Manage process to track summer camp revenue.
Create ad-hoc financial reports.
Develop and implement policies and procedures.
Educate employees of policies, procedures, and regulations.
Supervise student workers.
Assist with fiscal year-end preparations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: centralized automated accounting systems in a higher education environment; Microsoft Office programs; university policies and procedures.

Skill in: interacting courteously with a variety of people; develop and implement clear, concise written policies and procedures, memos, letters, and bid documents; working independently to resolve problems and making decisions; prioritizing workload.

Ability to: apply and interpret complex purchasing procedures and athletic department, SLC, and NCAA policies and procedure manuals; explain procedures, regulations, and complex job instructions to others; perform basic math; prepare and analyze financial reports utilizing spreadsheet software; work under pressure; develop and maintain accurate and comprehensive records and files.

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