

## **Business Manager, Student Center**

### **Job Code 00001514**

#### **General Description**

Responsible for directing and administering all Student Center financial related businesses including budgeting, purchasing, payroll, student employment, bookkeeping, and cash handling.

#### **Examples of Duties**

Develop the Student Center budget and assign sub-budget for individual office accounts.  
Monitor and analyze individual program revenues and expenditures.  
Authorize and process all Student center capital and non-capital purchases, petty cash requests, accounts payable, internal fund transfers, HUB vendor information requests and payment vouchers.  
Administer Student Center Service Contract for campus events and building maintenance.  
Maintain a most current accounting and financial bookkeeping and payroll system.  
Conduct cash audits to detect and prevent incorrect cash handling procedures.  
Evaluate existing procedures and recommend improvements.  
Administer the Student Center Amusement Vending contract and building maintenance related contracts.  
Provide office supervisors with latest account balances using monthly financial reports.  
Analyze the expenditure status for supervisors to budget their office funding more appropriately.  
Prepare and distribute HUB vendor information for departments.  
Develop bid proposals and bid specifications for Student Center major purchases.  
Prepare purchase orders and state contract requisitions.  
Coordinate bid openings, evaluate valid bids and make award decisions.  
Supervise and evaluate the business office staff.  
Resolve inconsistent orders or delivery problems.  
Develop the Student Center Business Manual.  
Update existing or add new policies and procedures.  
Develop the Student Center parking garage operating procedures.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Skill in:** working as a team member; establishing rapport with vendors and students; directing work and motivating output.

**Ability to:** understand policies and procedures and memos; interpret financial reports; process purchasing requests; develop business handbook, compose letters and memos to staff and vendors, and create policies and procedures; perform intermediate math.

**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**