Asst Dir, IT Business Operations

Job Code 50034522

General Description
Manage the division’s financial processes including accounting, contract monitoring and compliance, budget development, tracking and adjustments, supervision of accounting and budget specialist staff, reporting and guidance for IT staff on all financial processes.

Examples of Duties
Perform, evaluate and delegate financial processes and procedures related to purchasing, accounting and recommendation of changes, improvements and additions.
Act as signatory for Account Manager for invoices, purchase orders and appropriate contract commitments.
Consult with and train staff within Business Operations and the IT Division.
Maintain tracking and filing systems for financial records, both print and online to ensure appropriate audit trail.
Prepare and present financial reports to Library and IT Division management.
Train, direct and manage Budget Specialist and Accounting Clerks.
Assist the Assistant Vice President for IT Business Operations in developing and implementing the IT Division budget.
Monitor and analyze revenue and reserves.
Monitor all accounting related processes for IT Business Operations.

Knowledge, Skills, and Abilities
Knowledge of: best practices related to financial processes; accounting principles and best business practices; accounting and purchasing systems; statistical analysis; university policies and procedures.

Skill in: gathering information; solving complex problems; working as a team member; establishing rapport with clients and employees; effectively directing the work of others to motivate output.

Ability to: communicate effectively; utilize Microsoft Office Suite, other university systems and programs; solve fiscal, budgetary or personnel problems; suggest solutions to administrative problems.

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