Business Manager, Round Rock Campus

Job Code 00001803

General Description
Responsible for providing management, directing and administrating all Round Rock Campus financially related business activities.

Examples of Duties
- Assist with the development of the RRC budget.
- Monitor and analyze program expenditures.
- Process and maintain personnel and payroll documents.
- Verify and process capital and non-capital purchase, petty cash operations, accounts payable, internal fund transfer HIB vendor information request.
- Administer vendor contracts.
- Maintain current accounting and financial systems.
- Prepare financial reports and analyses.
- Conduct cash audits to monitor cash handling procedures.
- Develop and assist with bid proposal and bid specifications.
- Develop and maintain business manual.

Knowledge, Skills, and Abilities
Knowledge of: GAAP and accounting reconciliation, cash handling, accounts payable and receivable and bookkeeping practices; computer hardware and software related database management, word processing accounting and business applications.

Skill in: interacting courteously with others; effectively directing/monitoring the work of others; explaining business procedures to staff and others; effectively communicating and negotiating with others; preparing reports, memos, letters, proposals, and bid specs.

Ability to: establish a budget, monitor and analyze expenditures; perform intermediate math; analyze and interpret a variety of written instructions and policies.

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