Bus Mgr, Dean of Students

Job Code 50032370

General Description
Direct and administer all Dean of Students Office financial related business including developing and monitoring budget, purchasing, accounting, and personnel financial processes.

Examples of Duties
Develop student and staff employment onboarding processes, cash handling, contract and travel processing, financial reporting.
Supervision of Administrative Assistant II
Monitor and analyze all expenditures and revenues to ensure financial accountability.
Develop and prepare annual budget for the Dean based on financial analysis and program needs.
Oversee personnel financial operations such as student employment payroll, staff travel and contract processing.
Maintain payroll program, approve time sheets and monitor time clock operations.
Approve hiring of new personnel.
Administer and maintain accounting system and bookkeeping software.
Authorize expenditure requests.
Prepare financial reports for account supervisor as requested.
Develop and monitor Student Service budget process by preparing and tracking budget transfers, insuring fiscal compliance and communicating with faculty, staff and students.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; accounting procedures and best practices; computer software related to accounting and bookkeeping.
Skill in: effective interaction with students, staff and faculty; supervision of team members.
Ability to: perform basic math and complex accounting procedures; work on multiple projects simultaneously.

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