

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:26:50 PM
Official Title:	Business Manager I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	123201
Job Family:	Finance & Accounting

#### JOB SUMMARY

The Business Manager I manages fiscal budgeting, business plans, and financial accounts and operations; develops and implements policies and procedures; performs cost analyses; prepares statistical reports.

#### NATURE OF WORK

This position I functions as the first of two levels of Business Manager and typically serves as either the business head for a small unit or reports to a non-classified Chief Business Officer in a large institution or unit. The Business Manager I is responsible for handling routine to complex business and financial activities and functions in support of the mission and goals of the institution or department to which assigned, to include day-to-day business operations, fixed asset, budget, personnel, and grant and procurement issues. Specific responsibilities may include accounts payable/receivable, payroll, travel, classified advertising, contracts, personnel processing, and auditing. This position may also supervise and oversee the work of Accounting Assistants, Accounting Clerks, or other administrative support staff. Job responsibilities contribute to ensuring the effectiveness of operations or services that affect many employees, students, or individuals. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions and recommendations made involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in moderate costs and inconveniences within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Prepares, administers, and analyzes departmental budgets; resolves budget issues and legal matters; develops and administers financial policies; processes budget requests, justifications, expenses, and revisions, monitors revenues and expenses.

Manages the development of business plans and contracts, provides daily management of programs, practices, and contract services; advises and assists with financial preparation for external agreements and leases; performs strategic analysis of business plan tactical implementation and integration with marketing plan; assesses services to determine customer needs.

Performs cost analyses and creative cost containment; identifies weak fiscal financial performance; recommends financial solutions and implements corrective action plans; develops and prepares statistical reports.

Manages departmental financial accounts; approves transactions; reviews and maintains financial records; assures accurate and timely reporting procedures on fiscal activities; reviews bid proposals and invoice transactions; assists with resource distribution; oversees purchasing, billing, accounting, cash handling, grant preparation, and departmental technology activities.

Assists with developing and implementing strategic, long, and short-term plans to assure fiscal growth, solvency, and accountability; provides advice after investigating and analyzing financial, personnel, and logistic phases of business proposals; facilitates internal and external communication.

Serves as administrative liaison with other institutions both on and off campus.

Performs special projects and other duties as assigned.

##### Additional Responsibilities

May manage administrative support staff and human resource activities, including recruiting, supervising, training, overseeing activities, and assisting with staff and faculty development.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Accounting, Business Administration, Finance, Office Administration, or a related field	X		And
Associate's degree, or vocational or technical school degree	Accounting or Business Administration		X	

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X	
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### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		