Nature of Work

The Business Manager is used to allocate the highest level position responsible for business operations within a division/department/college. The job may be used by any division/department/college although its use is primarily intended in areas with significant revenue generation (including grants/contracts) usually of $6 million or more. The job may not be used if the responsibility for business operations is vested in other positions: Coordinator of Grant/Contracts, Accountant, University Administrative Specialist, Assistant to Department Head/Dean, Assistant/Associate Department Head/Dean, etc.

Each Business Manager is evaluated on a case by case basis so that the size and scope of the operation can be considered.

Examples of Work

(These examples are intended to illustrate the various types of work performed by employees with this title. All work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent).

Directs the daily business operations for a division/department/college which includes responsibility for: financial accounting and reporting, budget development and management, and purchasing.

May be responsible for a variety of areas impacting the business operation including: credit and collections, cost accounting, internal auditing, grant and contract management, financial forecasting and modeling, travel, inventory management, payroll/personnel, facility management, computer/DP management, telecommunications.

Develops, recommends and implements policy and procedures relating to the financial management of the department/college.

Develops, recommends, and implements revenue generating programs (e.g. cash management, merchandise, concessions, royalties, donations, fund raising) which require financial analysis and support for the department/college’s capital outlay program.

Minimum Qualifications

The typical minimum qualifications require a Bachelor’s degree including related course work. It is desirable that the incumbent have some related experience.