

Family: Business and Finance Services

Level: AM2

Position Profile Title: Administrator 2-Bus Affairs

Salary Grade: 8

Salary Range:

Minimum: \$ 81,168.00

Midpoint: \$111,636.00

Maximum: \$142,104.00

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work for a subset of university-wide business affairs. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Develops, implements and enforces plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team and set campus-wide policies and procedures impacting the operations of the entire campus and the Business Centers. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Administrator 2-Bus Affairs profile is the management and oversight of a subset of Business Affairs such as Payroll, Student Finance, and financial accounting and analysis. They participate in the development of the overall strategic vision and budget of Business Affairs as a member of the leadership team. Positions in this profile have university wide scope and establish policy for the university in their specialized areas of Business Affairs.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides management and oversight of the daily operations including accounting and compliance for designated subset of Business Affairs including developing, reviewing, approving policies and procedures for university-wide scope.
2. Prepares, reviews and certifies monthly, quarterly and annual documents, reports and audits for internal and external purposes
3. Acts as subject matter expert, providing counsel and assistance to University departments and Business Centers including interpreting university policy and state, federal and granting agency guidelines and regulations. Develops, manages and maintains internal and external relationships with key stakeholders.
4. Participates as a member of the management team for Business Affairs; Develops, implements and oversees short and long term goals and objectives of the subset to further the mission and strategy of Business Affairs and the Finance and Administration Division.
5. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty; Ensures training and resources for staff expertise and development.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
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- Functions across the University
- Department/Unit
- Direct team
- Students and Parents
- Vendors and Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:

Expectations are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

Monitors, informs and reports University fiscal/financial functions externally. Reconciles and/or moves funds within budgets, approves changes within budget.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in Business, Accounting, Finance, Public Administration, or related field.

5 years of recent experience managing an organization, including direct or line management experience in business, public administration or related fields.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.