

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUSINESS MANAGER, EXECUTIVE

Reports To: Designated Supervisor

UW Job Code: 3833

UW Job Family: 32 – Administrative Support

SOC Code: 13-1199

FLSA: Exempt

Pay Grade: 24

Date: 1-27-12

JOB PURPOSE:

Manage, direct and supervise the business and fiscal operations of a designated area; manage and perform business and complex accounting functions; manage special projects; develop and set policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, direct and supervise the business and fiscal operations of a designated area including budgeting, expenditures, and long-range fiscal planning.
- Prepare or supervise the preparation of complex financial reports; perform complex accounting functions; participate in meetings concerning financial aspects of a designated area.
- Conduct special fiscal studies; analyze data and make financial projections; determine needs and make recommendations for fiscal and human resource management.
- Maintain thorough knowledge of government, University and specialized regulations and policies, that affect personnel and fiscal affairs of the designated area; provide and apply interpretation of regulations and policies.
- Manage and maintain the daily fiscal affairs for a designated area including processing purchase orders and vouchers, coordinating activities with other University departments, outside agencies, and organizations and processing payroll, accounts payable, and receivable.

SUPPLEMENTAL FUNCTIONS:

- May have responsibility for taxes and investments; may work with multiple-funding sources.
- May assist in projects to determine computer program updates and modifications.
- Develop policies, procedures and methods of operations for designated areas.
- Perform pricing, cost and contract negotiations, as directed.
- Act as liaison to departments, campus administration and outside agencies.

COMPETENCIES:

- Attention to Detail
- Consistency
- Decisiveness
- Individual Leadership
- Meeting Membership
- Quality Orientation
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Accounting, Business Administration, or a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accounting theory, principles and practices.
- Business practices, financial reporting, and cost projections.
- Finance, accounting, budgeting, and cost control procedures.
- Conducting fiscal studies and long-range fiscal planning.
- Budget management and planning.
- Tax regulations and tax accounting principles.
- Contract negotiation and contracting process.
- University, federal and state policies, regulations and procedures.
- University accounting procedures involving procurement, travel, and/or employment.
- University rules and procedures for form processing.
- Computerized information systems used in financial and/or accounting applications.
- Policy development and implementation.
- Project management principles, practices, techniques, and tools.
- Human Resources concepts, practices, policies, and procedures.
- Employee development and performance management processes and procedures.
- Faculty and/or staff hiring procedures.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- Provide expert-level professional accounting consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.

- Balance and reconcile accounts following accounting policies and procedures.
- Monitor and maintain institutional revenue levels and liability accounts.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Prepare computerized financial reports and make projections.
- Conduct fiscal studies and long-range fiscal planning.
- Provide tax information pursuant to regulations.
- Maintain and manage accurate and detailed accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Develop and maintain record-keeping systems and procedures.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Business Manager: Works under limited supervision with financial responsibility for amounts of \$5 million up to \$10 million. Provides management and supervision of the business operations of a designated area including, personnel, financial and office activities and services. Conducts special projects. Assists with the development of policies, procedures and interpretation of policy for the area of influence. Prepares financial reports, analyzes data flow and makes recommendations regarding account expenditures.

Business Manager, Executive: Performs all of the duties and responsibilities of the Business Manager working with independent authority, making authoritative decisions that do not require further routine review and approval. Financial responsibility for amounts of \$10 million to \$25 Million. Manages and directs the business operations of a designated area. Provides financial planning, forecasting and contract negotiations. Develops policy and procedures and manages special projects. Works with specialized rules and regulations and multiple funding sources.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.