**Manager, Business Standard Job Description**

**Classification Title:** Manager, Business

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Business Manager, under direction, manages a full range of business activities for a unit and supervises assigned staff.

**Essential Duties/Tasks:**

**30% Financial Management and Budget Oversight**

* Manages all accounting functions and financial activity for the department.
* Serves as the primary contact for departmental leadership on all matters associated with finances, budgeting, and business operations.
* Prepares and maintains operating budgets.
* Creates and provides annual budgets for department leadership.
* Develops complex financial and statistical analysis and summaries.
* Reviews, audits, and implements business processes and procedures.
* Monitors financial conditions and provides regular reports to leadership.
* Coordinates long-range budget planning, integrating budget requirements with strategic priorities.
* Prepares complex monthly and annual financial reports.
* Ensures fiscal compliance with university rules and regulations.

**20% Staff Supervision and Development**

* Supervises and trains assigned staff.
* Coordinates and monitors unit payroll and personnel functions.
* Ensures that staff are properly trained and provided with development opportunities.
* Ensures employees are appropriately evaluated and position descriptions are current
* Mentors office staff and student workers.
* Assigns work priorities and ensures tasks are completed efficiently.
* Provides guidance on staff development, motivation, retention, and evaluations.

**10% Departmental Administration and Liaison**

* Serves as the primary business contact for the department.
* Serves as departmental approver for business documents and requests.
* Coordinates personnel activities and advises staff on administrative policies.
* Acts as a back-up Unit Manager in the Director's absence.
* Serves as a liaison between the department and external agencies.
* Assists with fiscal and administrative policy information for faculty and staff.
* Provides oversight and guidance for compliance issues.

**10% Year-End Closing and Purchasing Oversight**

* Oversees and manages year-end closing activities.
* Manages all purchasing activities within the department.
* Ensures timely and accurate processing of financial transactions.

**5% Strategic Planning and Reporting**

* Participates in the management, policy, fiscal, and programming decisions of the department.
* Prepares financial reports for department leadership and special reports as required.
* Assists in strategic planning for departmental growth and development.

**5% Personnel and Payroll Coordination**

* Coordinates unit payroll functions and liaises between departments for new hires, training, and evaluations.
* Monitors and coordinates research funding for staff salaries.
* Ensures accuracy in personnel records and leave/sick leave tracking.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in business, accounting or personnel operations including some supervisory experience. Two years of supervisory experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**