Definition of Class
This is a supervisory position in which the incumbent manages the business affairs of a large department or school. The incumbent provides financial and administrative support services for the business aspects of the facilities operations. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Monitors and approves departmental expenditures; assists with planning and preparation of grants and contracts; and provides financial status reports to principle investigators.

Responsible for the planning, coordinating, and development of the departmental budget. Prepares monthly financial analysis and reports for supervisor and other administrators.

Advises management in financial matters.

Monitors funding sources.

Assists with writing research proposals.

Performs statistical research; prepares financial reports.

Supervises the activities of the business office and support staff.

Serves as liaison to outside professional or contracting agencies and other administrative units.

Serves as a resource person for department head; provides consultation and suggestions concerning personnel and business issues.

Performs special studies and analyses.

Ensures compliance with university policies and procedures.

Attends regular scheduled meetings; contributes to discussions, including short and long-term planning.

Represents the department head to committees, administrators, and agencies regarding business and financial matters.

Assists in the process of establishing new positions.

Serves as Facilities Security Officer by controlling access to classified documents, conducting security briefings, and meeting with government security personnel.

Assists with strategic planning for the department.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the business and financial affairs of a large department or school.
2. Prepares reports and financial statements.
3. Assists with the planning for and preparation of contracts and grants.
4. Ensures compliance with University policies and procedures.
5. Supervises and directs the activities of a support staff.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls; The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Business Administration, Finance, Accounting or a related field.

**Experience:**
Four (4) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.