Manager of Administrative Affairs-Parking and Transportation

Definition of Class
This is a professional position that is responsible for financial and administrative affairs for the Parking and Transportation department which include financial transactions, billing, budgets, expense and revenue forecasting, and decal pricing. This position exercises independent discretion and judgment in providing for financial matters, customer service and the administration of the appeals process. Incumbent reports to the Director of Parking and Transportation.

Examples of Work Performed
Plans, coordinates and develops budgets for the department.

Tracks, monitors, and ensures accuracy of all incoming funds.

Serves as account signatory on all departmental accounts and signs various departmental forms.

Provides advisement on financial matters, such as basic operational costs, personnel costs, spending policies etc.

Develops revenue and expense forecasts for the department.

Tracks expenditures and ensures all revenue is collected from students, faculty, and staff.

Supervises front office personnel to ensure good customer service and the financial assistant to ensure accuracy.

Plans, coordinates, and develops the departmental budget.

Oversees the administration of the appeals process.

Advises management on financial matters and prepares various reports for the Director and Assistant Vice Chancellor.

Ensures fiscal compliance with federal, state and University policies and procedures.

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 the department, and ensures fiscal compliance with federal, state, and University policies and procedures.

2. Prepares reports and financial statements.

3. Develops budgets and forecasting for expenses and revenue.

4. Oversees the administrative affairs and the appeals process of the department.

5. Supervises 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, mid-range and peripheral 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.

AND

Experience: Two (2) 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.

Rev. 05/06/2015