Business Manager for Academic Affairs

**Definition of Class**
This is a professional position in which the incumbent serves as financial advisor to academic units concerning business matters and University financial and operational policies and procedures. The incumbent prepares, presents and reviews financial reports to support decision-making, improve business processes, provide effective management of financial affairs, and ensure compliance with all University financial policies. The incumbent exercises discretion and independent judgment in decision making pertaining to appropriate use of funds and development of business processes to effectively manage funds and budgets. This position reports to the Provost.

**Examples of Work Performed**
- Reviews business policies and procedures for programs or academic units.
- Provides consultation and suggestions concerning business-related issues.
- Attends meetings with academic units to discuss short and long-term financial plans.
- Analyzes accounts and makes recommendations to streamline accounting procedures.
- Corresponds with academic units and advises them on accounts and business operations issues.
- Participates in the establishment of thorough reporting processes.
- Works with academic units and programs to plan, establish and implement new business office policies and procedures.
- Recommends improvements to ensure effectiveness, efficiency and adherence to university policies.
- Advises deans concerning application and implementation of polices and procedures.
- Reviews and determines solutions to accounting issue that may arise within a program or unit.
- Assists programs and academic units with planning coordinating and developing budgets.
- Monitors and tracks expenditures and incoming funds of academic units and programs.
- Prepares, presents and reviews financial and management reports for internal and external use.
- Prepares reports on scholarship distributions.
- 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. Serves as financial advisor to deans, faculty and staff of academic units and programs concerning business matters.
2. Plans, coordinates and develops efficient business practices.

3. Prepares, presents and reviews financial and management reports for internal and external use.

**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:** Five (5) 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. 08/22/15

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