

Assistant Business Director

Function of Job:

Under direction of assigned administrator, assist with financial management, budgeting, and planning for assigned business center departments/campus divisions as well as assist with the oversight of the business center staff and operations.

Characteristic Duties and Responsibilities:

1. Prepare, monitor, adjust and balance assigned budgets and ensure appropriate accounting controls are in place and practiced for both revenues and expenses, including monitoring funding sources and expenses against their funding sources; prepare budget/actual comparisons and analyze and substantiate significant variances, and provide oversight of current year budgets and positions as needed.
2. Assist with long-range budget plans, and develop, maintain, and coordinate use of expense budgeting and forecasting tools as required.
3. Resolve problems and questions from various financial/business offices on campus.
4. Coordinate, review, prepare and/or delegate processing of difficult, detailed financial transactions in the financial information system; perform financial analysis and reconciliations of complex financial structures.
5. Prepare documentation necessary for management decisions, such as setting student fees, and assist in making presentations at budget meetings and to administrators and students as requested.
6. Supervise, train, and evaluate staff; assign and review work, and oversee training and other professional development for staff.
7. Generate periodic and ad hoc reports from web intelligence as needed; develop customized management reports to provide data for management decisions, auditors, and system financial offices; assist with the preparation of annual financial statements.
8. Provide information for processing personnel transactions supported by the business center; review transactions, and make recommendations on personnel matters.
9. Review and process contracts as assigned.
10. Participate in institutional professional development and training.
11. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's Degree in Business, Finance, or Accounting and five years related experience, including three years of supervisory experience.
2. Analytical and organizational skills.
3. Computer skills and knowledge of financial information systems as required by department.

Additional Desirable Qualifications:

1. Experience in a college/university business office.
2. Master's Degree in Business, Finance, or Accounting.

7/27/09

System Approval

6/8/08

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.