

BUSINESS MANAGER I *

Function of Job:

Under administrative supervision from a department/division head or other administrative officer, assist with the business and service operations of a large business operations center.

Characteristic Duties and Responsibilities:

1. Handle responsible administrative matters for department/division head and function for him/her on business matters during his/her absence and/or as delegated.
2. Develop, prepare, and revise reports and respond to inquiries for the department/division head.
3. Assist in the preparation of departmental/divisional budgets and exercise control of expenditures for USNH or grant/contract funds, including research and review of records and budget adjustments.
4. Supervise the maintenance of computerized financial records of funds and appropriations as assigned.
5. Assist with personnel administration, such as processing payments, leave information, and coding information as required.
6. Hire, supervise, and evaluate staff as assigned
7. Provide staff training and professional development in such areas as business operations, USNH policies and procedures, and processing personnel transactions.
8. Review and recommend changes in internal operating procedures, as necessary, and assist with the enhancement and improvement of business processes for the college/university.
9. Advise the academic staff on matters pertinent to procurement of supplies and specialized equipment.
10. Advise and assist supervisors on budget and other business problems related to their respective programs.
11. Serve on committees and/or represent the department/division head on committees, as assigned.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and one year of related experience.
2. Familiarity with computerized financial record-keeping systems.
3. Supervisory and administrative ability.
4. Ability to work effectively with the staff and public.

Additional Desirable Qualifications:

1. Degree(s) in a field which is related to department/division to which assigned.
2. Administrative experience gained in the department/division to which assigned.

5/20/02
System Approval

5/20/02
Effective Date

*Original approved 1/16/75 and revised 7/30/80 and 1/19/95.

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.