

BUSINESS MANAGER II*

Function of Job:

Under administrative review from the Principal Administrator or other head official of a school, college or other large organizational unit, perform significant business, service and office management operations.

Characteristic Duties and Responsibilities:

1. Manage complex administrative/business matters, including budget projections, budget changes, monitoring expenditures, and reconciliation of accounts, for a college, school or equivalent organizational unit; and function for supervisor on business matters, as assigned.
2. Responsible for the management of all main office operations of the organizational unit to which assigned.
3. Research, assemble data, develop and prepare administrative reports and handle business correspondence for Principal Administrator or other designated official.
4. Manage business processes and personnel administration for unit, such as processing payments and leaves; and process complex financial transactions, such as cost share, budget adjustments, and revenue transfers.
5. Prepare and/or assist in the planning and preparation of annual organizational budgets and control expenditures for USNH and/or grant/contract funds.
6. Supervise the maintenance of computerized financial records of funds, appropriations, and expenditures.
7. Conduct contract negotiations and write financial sections of proposals, as required, and monitor grant/contract for compliance with terms and conditions.
8. Perform financial analysis and develop and forecast financial projections as required.
9. Supervise staff, either directly or through appropriate supervisor (s), evaluate staff, and make salary recommendations for assigned personnel.
10. Review and recommend changes in internal operating procedures, as necessary.
11. Advise and assist administration and staff on budget and other business problems related to their programs, such as the procurement of specialized or operating equipment, reallocations of funds, managing revenues, travel reimbursement, and adjusting spending plans.
12. Assist in planning, programming, funding, and monitoring remodeling/renovating of facilities as assigned.
13. Resolve problems and respond to questions concerning college/university policy/regulations.
14. Coordinate office procedures between various departments to insure maximum efficiency.
15. Serve as administrative liaison with other schools or colleges both on and off campus.
16. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Business Management or related field and five years of related experience.
2. Thorough knowledge of accounting and budgets.
3. Experience with computerized financial record-keeping systems.
4. Ability to work effectively with the staff and public.
5. Supervisory experience.

Additional Desirable Qualifications:

1. Knowledge of budgeting procedures as related to grants.
2. Master's degree in Business Administration.
3. Administrative experience gained in the school or college to which assigned.

4/13/07
System Approval

4/2/07
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.

* Revised - original approved 9/10/76 and revised 7/30/80 and 1/20/95.