



DATE ISSUED: 01/09
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Business Manager

JOB SUMMARY

Performs responsible administrative duties in the business operation of the Office of Intercultural Services. Responsibilities include budget management for the grants, GO Programs, conferences, cultural and diversity programming, staff, completion of personnel transactions, purchasing, financial and statistical reporting, completion of surveys, and maintenance of capital equipment inventory. Performs technical clerical work involving the exercise of independent judgment, and coordinated the office details. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Intercultural Services

Supervises: Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Manages accounting function within Intercultural Services.
Assists individual staff with the management of grant budgets.
Manages all accounts under the management of the Director.
Assists with the management and compliance of accounts.
Assists with the preparation of budgets for grant requests.
Manages all purchasing, travel, and operational expenses for staff.
Assists with purchasing for the retention programs, mentor programs, GO Programs, grants, conferences and OIS.
Makes travel arrangements and processes requisitions and reimbursement requests for Director and staff.
Establishes and maintains a database OIS and GO programs.
Manages compliance and timelines for grant reports for staff.

Maintains capital equipment inventory.
Reports needs for building maintenance.
Develops and interprets policy and procedure for business related functions.
Completes surveys and reports as required.
Oversees, the security of records, data, equipment, materials, and facilities.
Performs technical clerical work involving the exercise of independent judgment.
Exercises independent judgment in selecting and transcribing data from documents that have not been pre-examined or coded.
Makes appointments for supervisor; receives and screens visitors.
Maintains a variety of complex and/or confidential records and files.
Prepares annual appointment and budget forms, periodic reports, class and/or office schedules

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Eight years of progressively responsible clerical experience, preferably including experience as a clerical supervisor. Additional job-related education may substitute for the required experience on a year-for-year basis.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern business practices.
Working knowledge of modern accounting principles and procedures.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
Ability to apply budgeting and fiscal planning techniques within financial constraints.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively - orally, by phone, in person, and in writing.
Ability to work indoors.
Ability to distinguish the nature of objects by using the eye.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 10 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.