



Title: Business Manager, Business and Finance

Requisition ID: 10202

Location:

Westville, IN, US

Date: Jul 9, 2020

Job Summary

REVISED POSTING - UPDATE TO DEGREE REQUIREMENT

Account Management

- Provide guidance to departments regarding financial activities.
- Ensure transactions are entered accurately, timely and efficiently.
- Provide support related to review and analysis of available funds.
- Interpret, administer and communicate University policies and procedures to departments.
- Working knowledge of Purdue financial and business policies and procedures and develop and implement departmental policies and procedures to implement these rules.
- Review and recommend rate requests

Fiscal Authority

- Responsible for fiscal authority including, but not limited to, review and approval of purchases to ensure compliance with University policy and procedures, State and Federal regulations and any other agency guidelines.
- Review allowability, allocability, reasonableness and funds availability.
- Provide interpretation and training related to financial systems and guidelines.
- Signature authority for purchases up to \$50,000.
- Prepare, review and edit Cash Handling Plan when necessary

Report

- Accurately prepare, analyze and explain financial reports to department heads on a monthly basis, or more frequently if requested.
- Financial reports include, but are not limited to, Budget vs Actual, Income and Expense, Trend Analysis, Breakeven Analysis, Balance Sheet Reports and Budget Projections.



- Supervise fund level management of accounts and advise supervisors on establishing and adhering to area budgets
- Responsible for direct preparation of monthly, quarterly, and annual financial reports and projections

Budget

- Work closely with Director of Managerial Accounting and department heads in development and managing departmental budgets.
- Prepare financial reports to support long range departmental financial planning forecasts.
- Develop budget recommendations for general or restricted funds.
- Determine need for and prepare transfer documents when necessary

Other

- Other duties as assigned

Core Competencies

Possess learning orientation and values the importance of inclusive and diversity. Ability to analyze, interpret, communicate, and adhere to University policies, procedures, rules and regulations. Able to organize and prioritized multiple tasks and produce high quality work with attention to detail. Understanding of business/fiscal policies and procedures including Generally Accepted Accounting Practices regulations and standard needed. Demonstrated knowledge of PC software including word processing, spreadsheets, data query, and Internet required. Must have proficiency in budgeting, financial analysis, problem solving, organizational, customer service, and communication skills. Ability to analyze, interpret, and communicate University policies and procedures. Must have ability to build relationships among a diverse workforce at all levels. Possess a learning orientation to changing technology impacting business processes. Experience utilizing SAP and Banner desired.

Education

Bachelor's degree in Accounting, Finance, Management or related field required. Candidates who earn their Bachelor's degree by May 2021 may also be considered.

Experience

Two years of business/fiscal affairs and accounting experience required, preferably in higher education.



FLSA Status

Exempt