

Job Level	Department Business Officer	Professional Level III
Oversight Received	<ul style="list-style-type: none"> * Provides financial guidance for the department, advises the department members on State and University financial policies and procedures, and provides relevant financial data to department members to support financial decision-making. 	<ul style="list-style-type: none"> • Works independently • May serve as a resource for other professionals
Problem Solving	<ul style="list-style-type: none"> * Ensure accounting operations are documented, and develops procedures and processes in accordance with generally accepted accounting principles, Federal and State regulations and University policies. * Provide overall coordination of grant management including pre- and post- awards. * Provide financial oversight for all managed accounts representing over \$7 million in research expenditures. * Prepare annual departmental operating budget. * Analyze account data for all fund types to assist with budget forecasting and meet objectives of the department. * Track departmental commitments to faculty and special programs from University resources. * Approve expenditures, oversee preparation and input of budget transfers, perform data mining and design management reports to provide information to facilitate financial decision-making. 	<ul style="list-style-type: none"> • Defines and solves advanced problems with non-standard solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Serve as primary financial liaison to the Office of the Dean, Department of Business and Financial Services, and Human Resources Department. * Serve as primary liaison with Office of Sponsored Programs. * Provide positive leadership for State Classified (SC) accounting staff in support of the department's mission in teaching and research; inspire teamwork, service and productive work environment; manage and allocate employee job responsibilities to streamline workload and meet goals of department. * Manage SC staff performance by establishing standards/goals, addressing performance problems, and conducting performance evaluations; provide opportunities for training and professional development; approve leave requests; interview and hire staff when needed. 	<ul style="list-style-type: none"> • Communication of complex concepts as a regular and primary requirement
University Impact	<ul style="list-style-type: none"> * The Department Business Officer for the Department of Biology is responsible for the oversight and management of the department's fiscal and budget operations for a 300-person department, totaling over \$13 million in funding from both internal and external sources. 	<ul style="list-style-type: none"> • Potential impact is across multiple departments or even University-wide
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in accounting, finance, or business administration. * Minimum three years of professional and/or technical financial accounting experience including data mining and management report generation. * Minimum of three years demonstrated success working in a complex academic or business office. 	<ul style="list-style-type: none"> • Bachelor's degree or advanced degree