

Business Officer IV

Summary of Role

Employees at this level are business officer professionals who apply a comprehensive knowledge of accounting, budget and business practices for a multifaceted unit or division/college with unique and specialized activities and/or services. Employees at this level report directly to the division head and are members of the division's senior management team. Employees also oversee activities that impact and interface with other functional areas.

Scope

- Works closely with the division head with day to day management of the unit and is involved in strategic planning for the unit.
- Responsible for recommending and implementing long-range strategic planning, goals, and growth projections. Considerable contribution to University strategic planning.
- Establish long-range financial objectives to meet strategic goals of a multifaceted organization.
- Responsible for large combined budgets.
- Independently manage a broad range of business functions for a unit or division/college with unique and specialized activities or services. Oversee activities that impact and interface with other functional areas.
- Develop and monitor internal policies and procedures to meet wide-ranging business needs, which have broad impact. Includes negotiating with external entities and constituents.
- Conduct financial management responsibilities in a multifaceted (e.g., multiple programs, units, etc.) division primarily funded by a broad range of (multi-dimensional) funding sources that include an income generation component.
- Displays a comprehensive understanding of accounting and budgeting practices in order to submit operating budgets and prepare project/capital expense requests. Provide expertise on financial matters.
- Oversight and authority of a dynamic budgetary planning and forecasting process.
- Supervise and manage professional level employees. Actively participate in ensuring employee growth and development.
- Oversee college/division supervisors to ensure compliance with performance management policies and procedures. Work with HR to recommend resolution of disciplinary matters as needed.
- Plan for staffing needs and workload distribution for multi-functional areas. May identify funding source(s) for staffing.
- Develop strategies and lead long term staffing plan for a diverse and dynamic workforce.
- Independently analyze and resolve unprecedented issues and problems. Serve as a resource for others in resolving issues and problems. Anticipate problems and develop resolution strategies.
- Prepare and analyze complex technical matters involving existing and emerging issues pertaining to the subject area and make recommendations from the analysis.
- Often play a leadership role in the campus-wide business officer community as a mentor, role model, and resource for other business officers.
- May recommend to University offices changes to systems and processes regularly utilized by business officers.

Education/Experience

Graduation from a four-year college or university and seven years of experience in business or administration management to include experience in financial management; or an equivalent combination of training and experience.