

Business Officer (career ladder)

Positions in this four level class administer and manage the business and financial affairs of a unit or school/college/division. Employees perform a range of financial and business related duties associated with specialized areas such as accounting, budgeting, and/or grants administration. Functions assigned to the business officer role must include financial management, and may include working with human resources on personnel administration/management, payroll, purchasing (including contract negotiations and review), marketing and recruitment, inventory control, facilities coordination/planning, information technology assessment/planning and closely related work.

Employees may collaborate on, perform, or have oversight of accounts reconciliation, maintenance and reporting of financial data, financial projections (including enrollment and financial statistical modeling), cash/receipts management, personnel planning, and facilities management. Most Business Officers have responsibility for accounting/business standards and practices, policy interpretation/implementation, the organization of work, and the supervision of others.

As most Business Officers are responsible for the same functions, leveling will be based on the degree of employee involvement/responsibility for the function, as well as the size, scope, and nature of the unit or school/college/division.

Business Officer at the highest levels should be involved in strategic planning and policy development for the unit and serve as a member of the division head's management team. Business Officer III and IV should be participating in discussions with leaders at the University level.