

## **Business Officer III**

### 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 may report directly to the division head and are member 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.
- Typically 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 business needs, which may have moderate impact. May include 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 may include an income generation component.
- Require 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 budgetary planning and forecasting process.
- Supervise and manage professional level employees. Assist college/division supervisors to ensure compliance with personnel policies and procedures.
- Assist college/division supervisors to ensure compliance with performance management policies and procedures. Work with HR on resolution of disciplinary matters as needed.
- Develop strategies and lead long term staffing plan for a diverse and dynamic workforce.
- Work with others to analyze and resolve unprecedented issues and problems. Serve as a resource for others in resolving issues and problems. Anticipate problems and develop resolution strategies.
- Analyze complex technical matters involving existing and emerging issues pertaining to the subject area and make recommendations from the analysis.

### Education/Experience

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