

The University of Texas at San Antonio

Job Description

Job Title: Business Operations Manager
Code: 19016
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: Responsible for management of the fiscal and administrative operations of an executive office and component departments or units.
- Scope: Responsible for planning, administering, and managing the business and other clerical activities for the area, including overseeing functions possessing a University-wide scope.

Duties

- Typical:
 1. Manages all finances and administrative operations of the division.
 2. Prepares budgets, monitors expenses and reconciles special departmental accounts.
 3. Oversees all purchasing, including vendor research, pricing and preparation of purchase requisitions.
 4. Works with executives and directors to identify sources of funds for special projects.
 5. Supervises administrative office staff.
 6. Participates in the development, preparation and submission of various strategic and operational planning documents, reports, and surveys for UTSA, UT System, other agencies.
 7. Identifies appropriate internal controls and develops and implements mechanisms to monitor and enforce compliance.
 8. Advises executives and directors on personnel matters and UTSA/UT System policies and procedures.
 9. Coordinates and oversee recruitment, hiring, payroll, and time/leave reporting.
 10. Performs other duties as assigned.
- Periodic:
 1. Attends meetings and serves on committees.

Education

| Required | Preferred |
|---|------------------|
| Bachelor's degree from an accredited institution in Business, Finance, Accounting or a related field. | N/A |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal Background Check. (CBC) | N/A |

Experience

| Required | Preferred |
|---|--|
| Six years of progressively responsible financial and business managerial experience in a complex office environment including a minimum of three years of supervisory experience. | Similar experience within the UT System. |

Equipment

| Required | Preferred |
|---|------------------|
| Personal computer, Microsoft Office Suite, and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|--------------------------|----------------|
| Usual office conditions. | N/A. |

Supervision

| Received | Given |
|---|--------------------------------------|
| Position is virtually self-supervising with overall review for efficiency and effectiveness with respect to the attainment of goals and objectives. | Direct supervision of support staff. |

Accuracy

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| Proficiency in all phases of work. |
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.