

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 assigned area/s.
- Scope: Responsible for planning, administering, and managing the business and other clerical activities for the area, including overseeing operational functions with a University-wide scope.

Duties

- Typical:
 1. Manages all finances and administrative operations of assigned area.
 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 and other agencies.
 7. Identifies appropriate internal controls and develops and implements mechanisms to monitor and enforce compliance.
 8. Advises management on personnel matters and 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.	Bachelor's degree from an accredited institution in Accounting, Finance, Business Administration or related field.

Other Requirements

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

Experience

Required	Preferred
Three years of progressively responsible financial and business managerial experience in a complex office environment including some 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

Proficiency in all phases of work.

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.