Title: Business Officer

Pay Scale Table: 00

**Essential Function**

Under general supervision from a designated administrator, direct a broad range of activities and functions to ensure effective operations and the achievement of organization objectives.

**Characteristic Duties**

Responsible for long-range financial and strategic planning as well as overseeing the day-to-day business operations of a moderate sized business unit or college.

Direct a broad range of activities and functions to ensure effective operations and the achievement of organization objectives (e.g., fringe benefits, renovation projects, facility administration rate calculations, applicable expenditures, etc.).

Serves as lead business & financial officer for organization’s leadership team.

Directly responsible for budget of moderate complexity.

May perform moderate Project Management functions.

Responsibility for external funding management.

Formulate budget and/or monitor expenditures in accordance with university rules, and federal and state regulations.

Prepare budget reports for internal and external requirements.

Evaluate operational activities to ensure compliance and make recommendations.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

**Minimum Qualifications**

Bachelor’s degree with at least ten (10) years of experience required; Master’s degree preferred. Degree must be in Business Administration or related field. Minimum of three (3) years of supervision required.