**Title:** Executive Business Officer

**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**

Principally responsible for long-range financial and strategic planning as well as overseeing the day-to-day business operations of a large 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.

Will become the primary operations officer for the college, assuming the responsibility of space and facilities planning.

Directly responsible for highly complex budget of at least $100M.

May perform moderate to complex Project Management functions.

Full 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.

Act as liaison with internal and external constituents.

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 is required.