|  |  |
| --- | --- |
|  | **JOB DESCRIPTION** |
|  |  |

**JOB TITLE:** Business Office Manager

**DEPARTMENT:** Finance & Administration **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 204

**REPORTS TO:** Director, Financial Services/Comptroller **DATE:** 2/8/17 (Format), 06/12/14

**POSITION SUMMARY:** Coordinate the day-to-day operations of the Business Office including Accounts Receivable/Accounts Payable.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; one year related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Reconcile all bank accounts.
* Direct, supervise and coordinate the office functions of the Business Office including Accounts Payable, Accounts Receivable.
* Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
* Communicate with departments, outside vendors and agencies to answer questions, obtain information and resolve issues; provide information concerning related accounting functions including assistance with questions, reports and budget issues.
* Adjust student accounts.
* Prepare general journal entries debiting and crediting accounts.
* Review requisitions for payment or purchase.
* Track payments on a spreadsheet for various programs.
* Document payments received for scholarships.
* Maintain fixed assets each year.
* Responsible for monthly transfer of money from TMS.
* Download Office Max and prepare invoices for payment.
* Work with Financial Aid in preparing student refunds.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.
* **ADDITIONAL DUTIES:**
* Assist Cashier when necessary.
* Assist Auditors with questions.
* Oversee monthly distribution of budget reports.
* Assist other departments with questions.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Excellent organizational, analytical and planning skills. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude. Skill in budget preparation and budget management. Employee development and performance management skill. Ability to handle confidential material judiciously. Ability to prepare and analyze financial statements and reports. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges. Knowledge of general accounting principles and procedures. Knowledge of laws and regulations applying to public education accounting procedures. Knowledge of data processing relative to accounting procedures. Knowledge of general office practices and procedures. Ability to organize functions to ensure compliance with due dates/deadlines and regulatory requirements.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers.Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.Ability to foster a cooperative work environment.Ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires some decisions that affect a few co-workers.Ability to make administrative/procedural decisions and judgments.Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology and standard office equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** Accounts Payable Specialist, Cashiers, Accounting Clerk

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* ***hrnotice@eastcentral.edu****.*