



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/19
FLSA: Non-Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Business DEN Business Manager

JOB SUMMARY

Performs responsible administrative duties in the business operations. Responsibilities include budget management for the administrative offices and individual faculty, purchasing, financial and statistical reporting, completion of surveys, and maintenance of capital equipment inventory. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dean of College of Business

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages accounting & reconciliation of all accounts under the College of Business.
- Assists staff and faculty with budget requests, requirements and grants.
- Manages all purchasing, travel and operational expenses for College of Business – all locations.
- Makes all travel arrangements for departmental personnel including requests for travel, purchase orders, reservations, advances, travel vouchers for reimbursement, etc.
- Advises departmental personnel of current State of Texas policies and procedures prior to travel.
- Manages capital equipment inventory and College of Business general inventory.
- Develops and interprets policy and procedure for business related functions of the College of Business.
- Creates and distributes survey and reports.
- Maintains data base for College of Business operations including travel, teaching, equipment, venue, budget and supplies.

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- Posts bookkeeping information; prepares summary reports and projections.
- Maintains a variety of complex and or confidential records and files.
- Reconciles College of Business expenses, accounts payable, receivables and travel.
- Manages Facilities and Telecommunications requests for College of Business.
- Manages new venue/contracts for Graduate Programs Alternate Locations.
- Performs requisitions and purchase order processing.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or a related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Two years of progressively responsible administrative work experience, preferably in an academic institution.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.