

IT Technical Job Classification

IT Job Title: Business Manager for Information Technology

State Job Title:

Classification: C940

Pay Grade:

Job Summary:

Manages and Coordinates the business operations for the IT Department and its branches. Oversees budget preparation and business planning, ensures compliance with business practices for the university. Works closely with university purchasing and accounting. Prepares monthly reports for the CIO/Exec Director/Director of IT on purchases expenditures and alerts the CIO on over budget line items. Responsible for contract and grant accounting.

Essential Duties:

- Manages the daily financial accounting activities for the department which include budget preparation and control accounting, purchasing, business planning.
- May oversee the supervision of other staff in the front office of IT.
- Produces monthly reports for the CIO on each line item for the CIO.
- Alerts the proper person on overspent line items.
- Prepares the yearly budget and works closely with the budget office
- Evaluates contracts for the purchase of equipment and services.
- Develops or assists in budgeting for research proposals
- Assists in the development of policies, standards and procedures for business operations
- Is responsible for all cash transactions and that they follow university accounting policies and procedures.
- Prepares special accounting reports as required
- Performs other duties as required

Education

An Associate's degree in a related field. A Bachelor's degree in a related field is preferred.

Experience

Requires a minimum of two years (five years preferred) experience in accounting, accounts payable, receivables or purchasing is required. Knowledge of personal computers and associated software systems.

Leadership.

May be required to direct the work of student assistants