

## **Business Manager**

Northeastern offers a rewarding working environment for our students and employees. Our faculty and staff are smart, dedicated people who work to create an excellent urban university experience for bright and motivated students.

### **Job Summary:**

This position reports directly to University Technology Services Chief Information Officer. Must possess the ability to understand in great detail, standardized accounting principles and be able to produce reports and occasionally present financial data. Must be able to work independently, with little supervision. Ability to communicate effectively orally and in writing with different levels of university management, employees and staff as well as external vendors. All functions are to be performed at a high level of professionalism, accuracy and in a timely manner.

### **Job Description:**

- Provide Chief Information Officer with on-demand financial analysis, projections and reporting and summary information.
- Provide support of all University Technology Services units on project funding and forecasting operational expenses.
- Preparation of unit budgets and exercises control of expenditures on state, local and contract funds.
- Reconcile financials with University ERP data records.
- Complies with University financial standards and state procurement agency policies.
- Perform internal utility chargeback billing.
- Maintain historical financial records and be able to recall documents for audit reviews.
- Collaborates with and/or serves as a liaison to agencies, administrators, departments, stakeholders, and/or vendors relative to the business and/or fiscal operations of a unit(s).
- Maintains and manages records for business and/or fiscal operations; assists in the review, preparation, and/or management of contracts.
- Acts as a technical and administrative resource; represents the unit(s) at various meetings, conferences, and/or on committees.
- Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
- Ability to work independently and effectively organize and prioritize multiple tasks.
- Provide office management support for all of University Technology Services units.
- May have direct management over office support personnel.

- Manages departmental procurement process including purchase, coordinate the delivery of goods and services, ensure goods and services are in accordance of state of Illinois standards and ensure payments to vendor are processed in a timely manner.
- Responsible of all departmental human resource related clerical duties, ensure inter-departmental correspondence.
- Track and renew all contractual software and maintenance agreements.
- Understand and maintain vendor contractual data. Be able to competently negotiate terms and agreements with vendors.
- Coordinate and assist in the tracking of unit inventories, ensure accuracy and is completed in a timely manner.
- Ensure audit cycle management response is timely and accurate.
- Helps to coordinate and manage event related support for the UTS team.
- Facilitates and chairs any UTS related hiring committee for any open positions.

**Minimal Qualifications:**

Bachelor's degree in accountancy, business administration, management, or a closely related field.

OR

Three (3) years (36 months) of work experience in accounting, business administration, fiscal management, or closely related experience.

OR

A combination of such education and/or work experience totaling three (3) years (36 months), as measured by the following conversion table or its proportional equivalent:

- 30 semester hours equals one (1) year (12 months)
- 60 semester hours or an Associate's Degree equals eighteen months (18 months)
- 90 semester hours equals two (2) years (24 months)

**(This position requires a background check.)**

**Salary:** \$60,000

**Other Information:** Business Manager is an on campus position, not eligible for Hybrid or Remote work.

**Benefits:** Generous time off plan, including 13 Holidays, 5 Paid days of

administrative closure during campus December break, 25 Vacation days, 12 days of Sick leave earned per year, Education tuition waiver of up to 18 credit hours annually, Onsite Child Care Center & Campus Recreation. Comprehensive benefits package including health, dental, and vision benefits, and participation in the State Universities Retirement System.

**Hours:** Monday through Friday, 8:30 a.m. – 4:30 p.m. (Hours may vary depending on departmental needs)

***Northeastern Illinois University is an Equal Opportunity/Affirmative Action employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as other qualified individuals. Northeastern Illinois University's positions are contingent upon the University's receipt of its State of Illinois appropriation.***