

POSITION X2437	Business Manager
LOCATION	University of Tennessee, Institute of Agriculture, Extension, Extension Evaluation and Staff Development, Knoxville, TN
EFFECTIVE DATE	Screening of applicants' credentials will begin immediately and continue until the position is filled. Preferred start date is June 1, 2024

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Business Manager will assist the Director of Extension Evaluation and Staff Development in the management and administration of office operations, human resources, data management responsibilities and financial and budget responsibilities. As delegated by the Director, this position carries full signature authority for specific financial and human resource related matters. Responsible for financial and accounting activities that include budgets, ledgers, contracts, reporting, cash receipts, accounts payables, billing, and payroll. Responsible for processing all position changes including position announcement requests, terminations and changes, onboarding, and pay funding changes. Supervises 3 - 4 student employees. Student employees provide administrative support for 8 professional staff members in the department.

RESPONSIBILITIES

Budget and Financial Management

Approves, in conjunction with EESD director, financial, budget and related business activities (both signatory and electronic). Manages budget and expenditures on accounts within the department, including sponsored research agreements and provides data to Principle Investigators (PI's) and/or staff as needed. Manages budgetary and financial functions in the department. Manages departmental ledger reconciliation including tracking and reconciliation of internal order balances. Initiates and/or approves all departmental contracts and assures payments are processed accordingly, and renewing expiring contracts as needed. Assists with obtaining bid information and submitting non-competitive justification for purchases over \$10K. Submits invitations to potential new vendors through PaymentWorks vendor portal. Assures departmental financial operations are compliant with UT fiscal policies and procedures. Works in coordination with the Extension budget director. Verifies procurement cards for EESD staff to include scanning procurement card receipts, notating all scanned individual receipts with purpose, G/L codes and accounts to charge, and submitting in IRIS. Processed all interdepartmental transfers as needed. Manages operating accounts. Coordinates with EESD director in analyzing budgets for planning purposes.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Departmental Operations

Coordinates with EESD director in managing the daily business operations and maintaining efficient operations. Participates in planning and development activities. Performs financial reporting from IRIS and other database sources. Tracks expenditures. Oversees the scheduling and work of student staff to ensure office and SUPER help desk coverage. Works with SUPER developers in training student employees on troubleshooting SUPER issues. Assures timely execution of required changes/transfers to comply with UT cost transfer policies. Maintains the annual equipment inventory reporting. Completes the annual self-assessment of controls report. Orders office supplies and miscellaneous supplies as needed. Maintains printer and copier supplies. Creates, edits and maintains EESD and other websites. Gathers, analyzes, and prepares reports for EESD program assessment data for continuous improvement.

Human Resources

Reviews and oversees human resource, personnel and payroll actions initiated by the department, including additional payments and salary transfer vouchers. Assures departmental actions are compliant with UT human resource policies and procedures. Performs personnel and payroll reporting from IRIS to deliver requested information to EESD director, departmental staff and associated deans offices. Provides and implements solutions to assorted HR-related problems. Reviews time entry for student employees. Verifies all employees have completed effort certification monthly. Submits updated position descriptions, reclassification forms and job announcements for new positions, position changes and promotions, and updating EESD's organizational chart as needed. Creates/changes positions in IRIS as needed. Processes all documentation needed in paper and electronic form for advanced degree, promotions and/or position changes. Monitors SUPER performance system to ensure timely and accurate reviews. Process additional recurring pay items. Submits I-9 documentation for E-verify as needed. Completes and reviews new hire paperwork for student employees. Maintains statewide civil rights files. Manages department promotion process and determines employees who are eligible for promotion. Monitors performance system. Gathers data needed for Extension salary analysis. Maintains EESD programs for minors' information in SUPER.

Administrative

Approves, in conjunction with EESD director, grant and contract agreements, subcontracts and associated documents. Reviews budget justifications and provides recommendations and suggestions as appropriate. Provides financial control information to EESD director and staff regarding departmental accounts. Schedules appointments and meetings, maintains calendars, and makes travel arrangements for EESD staff. Prepares departmental travel. Maintains program and/or departmental files and records including shredding of documents and keeping all files maintained as each office professional request or sets guidelines to follow. Prepares petty cash reimbursement forms in IRIS. Type, edit, and proof correspondence, documents, publications, and/or reports. Compiles data summary from evaluations for departmental professional development activities. Maintains program and/or departmental files and records including shredding of documents and keeping all files maintained. Prepares travel and petty cash reimbursement forms. Works with Extension Assistants and Specialists to ensure program materials are accurate and timely.

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QUALIFICATIONS AND EXPERIENCE

Ability to manage all business functions in the department. Ability to independently manage departmental budgets. Advanced knowledge of both financial, operational, and human resource University policies and procedures. Ability to analyze complex situations and provide advice. Ability to oversee and supervise student staff. Knowledge of MS Office and related products. Excellent communication, decision making, critical thinking and interpersonal skills. Ability to work with minimal supervision. Customer service skills. BS with 3 years of related experience or lieu of degree High school diploma with 7 to 11 years related experience.

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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