

**POSITION X2430** Business Manager

**LOCATION** University of Tennessee, Institute of Agriculture, Extension, Center for Profitable Agricultural, Columbia, TN

**EFFECTIVE DATE** Screening of applicants will begin immediately and will continue until the position is filled.

### **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 Center Director in the management and administration of office operations, human resources, data management, financial and budget responsibilities. The position serves as the primary office manager responsible for administrative duties, serves as the Center's liaison with other administrative positions within UTIA and is the Center's primary contact for all financial and accounting activities.

### **RESPONSIBILITIES**

#### Budget and Financial Management

- Manage budgets, deposits, and expenditures
- Ledger reconciliations
- Contracts including occasional management of bids and non-competitive justifications
- Managing vendor relations, policy, procedures, invoices and payments
- Assure Center financial operations are compliant with UT fiscal policy and procedures
- Manage procurement card activity
- Manage all Center receipting
- Manage all Center financial accounts

#### Human Resources

- Manages the Center's personnel and payroll activities and actions
- Assures Center actions are compliant with UT human resources policy and procedures
- Verify monthly effort certification activities
- Manage Center position descriptions, reclassifications, job descriptions, position changes, promotions, updating organizational charts, and create/change positions
- Schedule performance reviews
- Maintain civil rights files
- Complete and review new hire paperwork

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.

- Process job offers and rejections in the university Human Resources system

## Operational Management

- Serves as the primary office manager of the Center
- Manages all clerical activities in the Center, coordinates participant registrations, organizes catering and facilities and processes guest travel
- Processes all travel expense/reimbursement reports
- Maintains monthly reporting activities and annual reporting summaries
- Maintains the Center's inventory reporting, annual self-assessment of internal controls, supplies and other office management, maintenance and operation activities
- Assists in planning of staff meetings, agendas, and internal/external communications
- Maintains data, files, correspondence and information pertinent to the Center's operation

## Administrative

- Assists with grant and contract agreements, subcontracts and associated documents
- Reviews budget justifications and provides direction to project Principal Investigators in budget development, budget revisions and other details of sponsored projects.
- Assure that expenditures on sponsored project accounts, grants and contracts comply with policy, procedures, terms and budgets
- Serve as the Center's liaison with UTIA 'post award' and 'pre-award' officials
- Develops and maintains all of the Center's file management systems (for projects, publications, bookkeeping, personnel, etc.)

## QUALIFICATIONS

### Qualifications (Knowledge, Skills and Abilities):

- Ability to manage all business functions in the Center
- Ability to independently manage budgets on restricted and unrestricted funding sources
- Advanced knowledge of university policy on financial, operational and human resources
- Ability to analyze complex situations and provide input, direction and advice
- Knowledge of MS Office and related products
- Knowledge of accounting policy and procedures for external funded grants, contracts and accounts
- Excellent communication, decision making, critical thinking and interpersonal skills
- Ability to work with minimal supervision at times

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- Ability and willingness to participate in professional development (32 hours per year)
- Exceptional customer service skills and ability to multi-task
- Knowledge of university bookkeeping and human resource systems is preferred

#### Experience:

- 2-3 years of relevant experience is required
- High school diploma or GED is required
- 5+ years of relevant experience is preferred
- Associates degree or Bachelor's degree is preferred

#### 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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 Knoxville TN 37996-4525

E-mail: [UTExtensionPersonnel@utk.edu](mailto:UTExtensionPersonnel@utk.edu)  
 Web Site: <http://utextension.tennessee.edu>

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