



## JOB INFORMATION

|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| Job Code                                                 | AE70                        |
| Job Description Title                                    | Mgr, Campus Rec Bus Ops     |
| Pay Grade                                                | FO10                        |
| Range Minimum                                            | \$60,970                    |
| 33rd %                                                   | \$75,190                    |
| Range Midpoint                                           | \$82,300                    |
| 67th %                                                   | \$89,420                    |
| Range Maximum                                            | \$103,640                   |
| Exemption Status                                         | Exempt                      |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date:                                           | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited                                  | 6/1/2015                    |

## JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Business Administration         |

## JOB SUMMARY

Manages and oversees fiscal and operational activities of Campus Recreation.

## RESPONSIBILITIES

- Directs the accounting and financial duties of Campus Recreation to include (but not limited to) planning, preparing, examining, and analyzing accounting records, financial statements, and other financial reports.
- Completes budget development, monitors accounts, and provides recommendations for corrective actions to ensure budgets are not exceeded.
- Oversees the processing of required documents (including student employment), EPAF's, statistical records, certifications, performance data, and facility access approval.
- Researches, develops, implements, and revises accounting systems to strengthen internal controls and promote fiscal responsibility.
- Prepares technical financial reports and presents financial analyses data and statistics to key leaders in the department.
- Manages inventory control, conducts and maintains contract and business negotiations with outside vendors, provides management reports, and develops strategies to use resources efficiently.
- Develops and manages all administrative activities of the department including the planning, operation, and evaluation of the student development and student leadership programs.
- Establishes and chairs a Department Budget Advisory Committee including, and participating in, department and divisional meetings, student outreach programs, and staff and professional developmental opportunities.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education              |     | Years of Experience | Focus of Experience                                                      |  |
|-------------------|---------------------------------|-----|---------------------|--------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in Accounting or Finance | and | 5 years of          | Experience in financial management or accounting and business operations |  |

Substitutions Allowed for Experience

Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial principles, practices, procedures, and the analysis of financial data.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.