

	Prior 7/1/2004	After 7/1/2004
Class Code:	9459	9459
Title:	Business Manager	Business Manager
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Business Manager

Job Summary:

This is work formulating and implementing fiscal policies, procedures, and objectives of an organization or business program or unit.

Example description of duties (not all inclusive):

Directs and coordinates financial and budget activities to fund operations.

Provides input into the budget planning process and is responsible for controlling and recommending budget expenditures with designated area.

Establishes, formulates, and implements departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members.

Controls budgets and receipts and disbursement of funds and prepares required financial statements of the program or unit.

Formulates, interprets, and applies UWF policies, manages resources and operations, which include human resources, purchasing, and administrative services.

Manages staff, if applicable, to prepare work schedules and assigns specific duties.

Reviews financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and improvement.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and four years of appropriate experience: or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.