

Business Manager

<u>DATE POSTED:</u>	18-AUG-11
<u>POSITION TITLE:</u>	Business Manager
<u>CATEGORY:</u>	Professional
<u>PERSONNEL STATUS:</u>	Exempt, Full time, Grant-Funded
<u>DEPARTMENT:</u>	Institute of Fluorescence (IoF)
<u>CLOSING DATE:</u>	09-SEP-11
<u>RESPONSIBILITIES:</u>	The incumbent will be responsible for the day to day administration of the Institute of Fluorescence's financial matters. Specific duties include: preparing annual budgets; monitoring budgets and expenditures; preparing reports and analyses of financial data; managing the processing of business transactions; budgeting and controlling multiple grant accounts; assisting in the proposal process of grant awards; overseeing the grants and contracts reporting requirements; overseeing all payroll functions; serving as department liaison between the IoF and University Administration; and performing other duties as assigned.
<u>MINIMUM QUALIFICATIONS:</u>	Education/Experience: Requires a Bachelor's degree in accounting, business or related field (Master's degree or CPA preferred) and at least four years of progressive financial management experience, preferably in higher education. Must have excellent organizational, customer service, and interpersonal skills. Must be able to prioritize ongoing and new work assignments. Proficiency in spreadsheet applications is a must. Knowledge of PeopleSoft highly preferred.
<u>SALARY:</u>	Salary is \$56,000 - \$65,000; commensurate with qualifications and experience. Note: This position is grant-funded, wherein employment is contingent upon renewal of the grant.
<u>APPLICATION:</u>	For best consideration, submit a cover letter, resume, and contact information for three professional references by September 9, 2011 (resumes will be accepted until the position is filled) to: Janie S. Stevenson, Assistant Dean, 116J University Center, College of Natural and Mathematical Sciences, UMBC, 1000 Hilltop Circle, Baltimore, Maryland 21250 Email: jstevens@umbc.edu

As required by the 1986 Immigration Act, be prepared to present acceptable documentation showing your identity and that you are a U.S. citizen or an alien who is authorized to work.

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