



# UNIVERSITY OF MARYLAND

UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE & NATURAL RESOURCES  
Institute of Applied Agriculture

## POSITION ANNOUNCEMENT

**Title:** *Business Manager*  
**Position Number:** 123827  
**Category Status:** *Exempt Regular*  
**Unit:** *Institute of Applied Agriculture*

### **Position Summary/Purpose of Position:**

This is a part-time position (20 hours per week). The Business Manager manages the day-to-day budget, assists in developing the long-term budgeting plan, and proactively monitors the status of State and Foundation accounts for the Institute of Applied Agriculture. The Business Manager processes all expenses, transfers and reimbursements, and handles departmental travel.

### **Responsibilities:**

- Monitor departmental accounts by maintaining detailed records of financial transactions in automated systems and shadow systems, reconciling accounts and resolve discrepancies with vendors or service providers.
- Handle departmental purchases and oversee department billing including Procurement Card and Travel Card transactions for the entire department. Authorize and monitor the payment of invoices.
- Work closely with the IAA Director to oversee office logistics and effectiveness of office operations.
- Prepare periodic activity and financial reports to keep the Director informed, as well as annual reports.
- Review and process routine financial documents in KFS and ELF systems, ensuring accuracy and completeness.
- Perform analysis of sales transactions and bank account deposits by reviewing entries, verifying amounts, compiling and comparing balances.

### **Qualifications:**

*Required:* Bachelor's degree with 2-3 years' experience in accounting, bookkeeping, or financial management.

#### *Preferences:*

- Experience with UMD financial management systems, processes and policies (including KFS, Foundation's Blackbaud account management system, ELF)
- Highly organized, proactive
- Experience in a higher education environment

**Additional Information:** Annual salary range \$23,000 - \$26,000 for 20 hour/week. The University of Maryland offers an extensive benefits package.

**Applications:**

A complete application packet includes a letter of application, a current resume, and three professional references, including name, mailing address, telephone number, and E-mail address. Applicants may also submit transcripts, optionally (copy acceptable for application process). Applications are submitted online at <https://jobs.umd.edu> Position Number 123827.

**Closing Date:**

For best consideration, all materials should be received by July 19, 2019. However, applications will be accepted and reviewed until the position is filled.

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