

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
DEPARTMENT OF ANIMAL AND AVIAN SCIENCES**

POSITION ANNOUNCEMENT

Senior Business Manager

Exempt Staff, 12-Month Full-time regular

Position Number: 103175

Responsibilities:

Under the general supervision of the Director of Administrative Services, the Senior Business Manager provides financial, procurement, travel, and capital inventory control oversight and direction to ANSC.

Position obligations and responsibilities:

- Provide business-level financial management and budgeting services.
- Reconcile KFS to BA4 (shadow system) to report monthly state and federal formula expenditures.
- Spearheads the creation of monthly fiscal reports: including financial forecasts and year-end-closing reports and activities for all departmental accounts.
- Oversight and supervision of the Coordinator, Post Award Grants Management (PAGM) & the Program Management Specialist (PMS).
- Management of all procurement processes and purchase card reviews and reconciliations.
- Generate all purchase orders, auxiliary and disbursement vouchers, and internal requests for goods and services in KFS: transitioning all operations to Workday during the campus go-live process.
- Supervises Coordinator, PAGM monitoring all procurement activity on sponsored grants and awards: including oversight of monthly, annual, and ad-hoc sponsored grant reports. This includes the management of the administrative duties of the Program Management Specialist.
- Assist investigators in administering MAES and other AGNR internal awards.
- Conduct a periodic audit of department state and sponsored accounts to support the strategic initiatives of the Director and Chair.
- Assist the Director of Administrative Services with annual budget processing.
- Provides ad-hoc reports for salaries/benefits and departmental spending as needed.
- In collaboration with the IT Manager, oversees the procurement activities related to ANSC's information technology portfolio and policies – escalating and articulating issues to the Director of Administrative Services (as needed).
- Support the Director of Administrative Services with staff recruitment as needed.

Qualifications:

Required–

- A Bachelor's Degree in Business Administration, Finance, Accounting, or a related field is required.
- At least five years of progressively responsible experience in budgeting, forecasting, accounting, payroll, and purchasing.

Preferred–

- A Master's degree in Business Administration, accounting, business, or a related field is strongly preferred.
- Candidates with 5 years of experience in financial management and oversight of multiple state and sponsored accounts are highly preferred.
- Supervisory experience or a demonstrated potential to lead.
- Extensive experience and working knowledge of BA4, KFS, and the University's Purchase Card Management System is preferred.

- Experience in CONCUR and knowledge of Workday are highly preferred.
- Knowledge of University of Maryland policies for financial management and research administration.

Knowledge Skills and Abilities:

- Commitment to diversity, equity & inclusion.
- Strong analytical, financial reporting, and data management skills.
- Experience using large-scale financial systems.
- The successful candidate must be able to plan, organize, prioritize, and execute multiple and continuing assignments on an occasional deadline-driven basis.
- Possesses the proficiency to work independently - interacting effectively and comfortably with internal and external stakeholders.
- The candidate consistently demonstrates strong verbal and written communication skills and is highly proficient with MS Office Suite.
- Must possess a working knowledge of Generally Accepted Accounting Principles (GAAP) and Uniform Guidance.
- The successful candidate will have a working knowledge or capacity to manipulate various University systems, including BA4, KR, CONCUR, and Workday.
- Competencies in forecasting and financial analysis to review expenditures and revenues, prepare budgets, and reconcile accounts.
- Ability to understand and interpret University policies and procedures regarding purchasing, finance, HR payroll, and sponsored programs.
- Capacity and discretion to maintain the integrity of sensitive and confidential information. Display the potential strategic purview to support the objectives and decisions of the Director of Administrative Services.

Application:

Applicants must apply through eTERP at <https://ejobs.umd.edu/>. Candidates should upload resume, unofficial transcript, cover letter to Advisory Committee, Department of Animal and Avian Sciences with a brief description of previous experience and contact information of three professional references.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities and women are encouraged to apply.