

**Business Manager, College of Aviation
Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=123968>

Downloaded On: Aug. 19, 2019 4:19am

Posted May 31, 2019, set to expire Sep. 30, 2019

Job Title Business Manager, College of Aviation

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted May 31, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Director/Manager

Academic Field(s) Fiscal Services

Administrative Support/Services

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190362>

Apply By Email

Job Description

The College of Aviation (COA) at Embry-Riddle Aeronautical University—Daytona Beach invites applications for the position of Business Manager. Under general direction, the Business Manager maintains fiscal budgeting, business plans, and financial accounts and operations; develops and recommends policies and procedures; performs financial analyses; prepares financial reports; and recommends financial strategies for all budgets (operational, research, etc.) managed by the College of Aviation.

Responsibilities include the following:

Prepares, administers, monitors, and analyzes college budgets; resolves budget issues; develops and recommends financial policies; processes budget requests, justifications, expenses, and revisions; and monitors revenues and expenses.



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Develops business plans and financial analyses.

Serves as a liaison between the college and the chancellor's office regarding financial matters.

Assists in preparing annual budget.

Performs cost analyses and creative cost containment; identifies weak fiscal financial performance; recommends financial solutions and implements corrective action plans; develops and prepares statistical reports.

Oversees departmental financial accounts; reviews and maintains financial records; assures accurate and timely reporting procedures on fiscal activities; reviews invoice transactions; assists with resource allocation.

Works with the Office of Sponsored Programs to assist with preparation of budgets for grant submissions; provides grant accounting for existing grants; files appropriate financial report(s).

Assists with developing and implementing strategic, long, and short-term plans to assure fiscal growth and accountability; provides advice after investigating and analyzing financial, personnel, and logistic phases of business proposals; facilitates internal and external communication.

Qualifications

Required qualifications:

Bachelor's degree in Business or related field.

Minimum of 3-5 years of work related experience.

Demonstrated knowledge of business, budget, and financial processes and practices.

Demonstrated knowledge of accounting rules, procedures, and practices.

Demonstrated knowledge of financial guidelines and terminology.

Excellent planning/organizational skills.

Demonstrated research and analytical skills.

Excellent interpersonal/human relations skills.

Exceptional verbal and written communication skills.

Supervisory skills.

Strong proficiency in use of personal computer software, including Microsoft operating systems, Access, Excel, PowerPoint, Word, Outlook, and Internet end-user applications.

Ability to analyze and interpret reports, documents, and statistical data.

Ability to integrate budgeting and financial functions with management techniques.

Ability to function independently, with appropriate initiative, creativity, and attention to detail.

Ability to exercise sound judgment in complex situations.

Ability to maintain confidentiality.

Preferred qualifications:

Experience working in higher education.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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