

**Division of Student Affairs  
Job Description**

**Department:** University Center Activities & Events/Campus Life  
**Official Duke Job Title:** Departmental Business Manager III  
**Working Job Title:** Director, Business and Finance  
**Job Family/Level/Code:** 28/14/1682  
**Supervisor:** Executive Director of Finance and Administration  
**Supervisory Responsibilities:** Financial Analyst II (3-4)  
**Position Status:** Regular, Full-time, Exempt

**Nature of Responsibilities:**

Provide overall administrative and financial management of large, complex department including both revenue and fee-based units. Coordinate a variety of administrative functions including finance, budget, revenue management, personnel, capital, space and facilities planning. Business and financial responsibilities include the day-to-day management of UCAE including events and student group finance; related payroll activity; Campus Life administration and oversight of the Marine Lab book store. Develop revenue plans that support unit operations, including review of fee schedules. Manage expense, review controls and spending processes to adhere to university guidelines and policies. Develop training and learning incentives for staff to continue to engage with students in a fulfilling manner; serve on senior leadership team Finance and Administration.

**Specific Duties**

**% of Effort**

1. Supervise all accounting staff and related operations, which include work allocation, training, and problem resolution; evaluate performance and make recommendations for personnel actions; manage personnel activities to meet University and departmental objectives; advise staff on employment, salary administration, employee relations, and related issues as required.	20%
2. Manage accounting functions including Event Management invoicing, A/R for Event Management and Marine Lab, journal entry and the reconciliation of budgeted funds related to month-end and year-end close; oversee all procurement policies and controls related to p-cards for the department users as well as approved student use; oversee departmental deposits related to Event Management, Student Activities, Campus Life and Marine Lab and associated monthly and quarterly asset reconciliations	20%
3. Work closely with the director of the University Center Activities & Events, Campus Life leadership and the Finance and Administration team to develop and plan area annual operating and capital budgets;	20%

provide timely and accurate monthly, quarterly and annual reports as well as projections to the director as well as senior leadership	
4. Supervise and monitor use of relational database system for event and conference management activities for both University Center and Beaufort Marine Lab Auxiliary operations. Maintain inventory management system for Marine Lab store operations.	15%
5. Provide supervisory oversight for a staff who manages the reconciliation of 500 student organization agency accounts; work closely with the student activities team as well as student leaders on a variety of topics including; student organization audits, Student Organization Finance Committee (SOFC) budget training, restricted gift accounts planning and oversight and policy formulation.	15%
6. Identify, develop, evaluate and improve business processes surrounding a variety of automated and manual systems to ensure enhanced departmental work flow; coordinate and participate in the development, implementation, and maintenance of policies and objectives	5%
7. Other duties as assigned.	5%

**Education/Training:**

Work requires a bachelor degree programs in Accounting, Finance, Economics, Business Administration or a related field. Work requires 5 years related business or administrative experience to acquire competence in applying general personnel practices, accounting and budgeting principles and coordination of major administrative functions. A master's degree in a business related field or CPA may be substituted for 2 years experience.