The Nevada System of Higher Education
Position Announcement
For
Business Manager

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Business Manager. This is a renewable, full-time, non-tenured, administrative position and reports to the Director of Finance. The position will be located in Reno, NV. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The Business Manager reports directly to the Director of Finance. This position is equivalent to a business manager or fiscal officer of a large college or higher education department with approximately $6.7 million in state funds and $26.5 million in non-state funds. The Business Manager is primarily responsible for the System Administration’s financial administration and internal departmental budgeting. The position provides consultation or expertise to NSHE executive level staff on administration of internal policies and administration regarding finance and budgeting (payroll, purchasing, travel, budget and accounting issues, including account management). The Business Manager is also part of the Treasury Team and performs routine institutional banking functions.

GRADE: 6

APPROXIMATE STARTING DATE: July 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor’s degree in business administration, accounting, finance or a related field from a regionally accredited institution, plus a minimum of three years of progressive experience directly applicable to the position. An Associate’s degree plus five years OR seven years of progressive experience directly applicable to the position may be substituted for the Bachelor’s degree.

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates need to possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

- Knowledge of internal budget control functions, accounting and contract administration per NSHE and State guidelines.
- Knowledge of best practices in organizational structure and policies and procedures related to the position. Good understanding of higher education or governmental organizational and governance structures.
- Knowledge of NSHE policies and practices related to supervisory duties, including hiring, development, providing feedback, assessment, safety, equal opportunity and harassment prevention.
- Interests and objectives of legislative, political, professional, employee, student, and business organizations and community groups impacting the NSHE.
- Proven ability and skill to identify and analyze complex situations and recommend or implement effective courses of action and effectively communicate results of analyses.
- Demonstrated ability to learn quickly; independently understand, and interpret complex written material and computer generated information.
- Ability to organize assigned tasks, multi-task effectively, prioritize heavy workload, develop comprehensive timetables and strategies to meet multiple and constantly changing deadlines.
• Excellent interpersonal and communication skills. Compose, proofread, and/or edit comprehensive and concise reports and correspondence. Advanced computer skills, including Microsoft Excel, are required.

RESPONSIBILITIES: The duties of the position will include, but not be limited to, the following areas of responsibility:

• Conduct regular review, reporting and reconciliation/analysis of budget accounts for the various departments within System Administration. This position completes short and long-term analysis and projections of fiscal activity, expense/revenue projections and long-term planning for projects and capital improvement. Primary responsibilities include, but are not limited to, weekly and monthly financial reports, executing budget adjustments and modifications as necessary, purchase order review and compliance oversight, and the review and approval of expenses and revenue transactions.

• Manage and oversee internal accounting procedures including the monthly and fiscal year end close, fiscal year start up, position control, reconciliation processes, produce monthly budget performance reports, analyze financial performance and provide financial reports as requested.

• Develop and implement system office-wide internal financial controls; recommend and make continuous improvements.

• Monitor financial condition of System Administration and communicate pending issues and concerns; recommend and execute corrective actions as needed.

• Establish and administer the implementation of sound record keeping and control systems that maximize efficiency and accuracy.

• Approve financial transactions including invoices for payment, travel claims, request for payments, PCard statements, payroll expense transfers and budget adjustments.

• Evaluate monthly System Administration account financial information, assure all deadlines are met and help assure necessary communications to the staff.

• Contract management including contract review; verify funding and coordinate with legal counsel for review/approval.

• Research, analyze and compile assigned Legislative and Regent reports.

• Perform initial review of incoming financial communications and route appropriately for approval; ensure items are complete, accurate and in compliance with appropriate policies or procedures; train staff on financial operations as necessary.

TO APPLY: The application process will be handled through the Consensus Search on-line search process. The review of application materials will begin upon submission and must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at http://system.nevada.edu/Careers/index.htm. For assistance with NSHE’s on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until the position has been filled, however, to ensure full consideration, applications should be submitted by June 13, 2016.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.