

UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Plant Science and Landscape Architecture
POSITION DESCRIPTION

Title: Business Manager

Position Number: 103658

Category Status: 33-Exempt Regular

FTE: 100%

Position Summary/Purpose of Position:

This position is an integral part of personnel hiring, account management and departmental finances for the Department of Plant Science & Landscape Architecture. The position is responsible for Payroll and Human Resource appointments for departmental staff, faculty, students, visitors, and researchers, including regular employees, contractual, and non-tenure. Preparation and processing of VISA applications (J1, H1B, F1, and Permanent Resident) are needed for some appointments. The position manages all contingent and Professional Track Faculty contracts with appropriate execution of contract renewals and terminations.

The Business Manager is responsible for finance functions, report processing, monthly reconciliation of departmental accounts, leading procurement for departmental expenses, inventory, telephone representative, arranging and processing travel and travel reimbursements; other duties as assigned by Director of Financial Services and/or the Chair.

Job duties:

- Payroll and Human Resource appointments for departmental staff, faculty, students, visitors and researchers.
- Processes advertising and hiring for PTK faculty and contractual staff employees in eTerp. Manages appointments in PHR as well as contracts, from initial appointment requests through renewals and terminations.
- Primary Point of Contact and liaison between ISSS and PSLA to process J1, F1-OPT, H1B, and PR requests in iTerp.
- Processes pay adjustments and time adjustments. Manages pay calculation and paycheck processing on a bi-weekly basis.
- Finance functions of report processing, departmental accounts, unrestricted research account monitoring. Process and deposit checks for unrestricted research accounts.
- Assists the Director of Financial Services with processing annual working budget.
- Manages procurement activities for the department by acting as Pcard and Tcard holder, inventory coordinator, DTR for cell and telephone. Processes KFS forms for reimbursements, invoice payments, honorariums, requisitions, GECs, SETs and other relevant KFS forms.
- Reviews and approves Travel forms in ELF (TAR and TES) to ensure compliance with University travel policy and Federal regulations.
- Primary Point of Contact and liaison between AgPAS and PSLA for proposal preparation , routing, and submission
- Monitor Effort reports to ensure departmental compliance.
- Assist the Director of Financial Services with supervising 1-2 student employees in the Business Office for daily tasks.
- Other duties as assigned

Minimum Qualifications:

Education (include licenses, certifications, etc.): Minimum qualifications: Baccalaureate Degree in Business, Accounting, or related field;

Experience: At least two years of progressively responsible experience working in a business office in a combination of payroll, human resources, budgeting accounting and purchasing. Working knowledge of management principles and accounting practices. Analytical skills to review expenditures and reconcile accounts. Competent skills in math and computer programs, including Excel. Effective verbal and written communication abilities. Ability to work independently with minimum supervision. ***Preference:*** Experience supervising student employees.

Knowledge, Skills, and Abilities: Experience with the use of University of Maryland systems such as Quali (KFS, Quali Research), ELF, PHR, BA4 (Priority software), eTerp, iTerp. Completion of the Office of Research Administration & Advancement UM Research Administration Certification or ability to complete within first year of appointment (as allowed by training schedule). Knowledgeable about UMD purchasing and travel policies. Ability to handle sensitive and confidential matters with discretion and tact. Understanding of College and University procedures and policies.

Physical Demands: All physical and environmental conditions that are normal to and expected in an office setting.

Salary: Salary commensurate with education and experience with a Hiring Range Minimum of \$52,587. The University of Maryland offers an extensive benefit package.

Applications: All candidates must apply online at <https://ejobs.umd.edu> . Position number 103658.

When applying, please submit cover letter, resume, unofficial transcript, and names of 3 professional references with contact information for each.

Closing Date: For best consideration, applications should be received by **February 24, 2020** or until a suitable candidate is identified.

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, or gender identity and expression. Minorities and women are encouraged to apply