JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Manager

Job Code: 5550

Salary Grade: S09

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for the overall operation, administration, and performance of a department or college on behalf of the Director, Chair, or other designated executive, to include but not limited to full responsibility for accounting duties, financial analysis, payroll coordination, budget and report preparation, and policy development.

- Manages all accounts for the department.
- Reconciles accounts monthly and creates cost spending certification reports.
- Monitors and ensures money is spent correctly.
- Sets up new vendors and ensures invoices are put on correct accounts.
- Makes cash deposits into special accounts.
- Prepares department budget.
- Analyzes departmental financial procedures.
- Makes recommendations for change and develops strategy for change.
- May act as the payroll coordinator for the department or assists the payroll coordinator by providing oversight.
- Collects time sheets, enters into PeopleSoft, tracks leave, and special pays.
- Supervises office staff.
- Responsible for hiring, firing, training, conducting performance appraisals, disciplining, delegating tasks, overseeing work, and development.
- Anticipates staffing needs by analyzing workflow and strengths of employees.
- Prepares monthly reports for balanced accounts, verification reports, and management reports.
- Routes to appropriate personnel.
- Develops departmental policy by analyzing current procedures, work issues, and current events.
- Maintains policy and procedure manuals and documents process.
- Plans and coordinates special activities and projects, which includes representing department or college at various meetings.
- Serves as liaison to coordinate inter-and intra-departmental administrative functions.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalence/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 72 months related experience.

Experience:

Required: 24 months experience as a manager in an Accounting, Finance, or Business Office.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty and staff
- Ability to produce reports
- Ability to multitask and meet deadlines in a timely manner

Working Conditions

Physical:

Sit for prolonged periods. Communicate effectively. Engage in repetitive motion. Use of computer, calculator, and telephone.

Environmental:

Standard office environment.

Printed Date: 11/24/2026