JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Business Manager

Job Code: 6211

Salary Grade: S11

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

Plans, develops, implements, and manages all fiscal and operational activities.

- Manages daily financial operations, to include but not limited to, payroll review and approval, financial transactions approval, preparation and/or review of monthly reconciliation of the financial accounts, and billing and financial reports.
- Makes recommendations to enhance operations.
- Prepares and monitors department budgets.
- Maintains financial records, reviews and approves all financial budgets, reports, and associated documents.
- Supervises department financial staff. Responsible for delegating tasks, reviewing work, providing guidance, training and serving as a mentor for staff.
- Responsible for special projects where a thorough knowledge of the department, University, state and federal regulations and accounting principles are required.
- Performs comprehensive analyses of changes to financial activity.
- Provides on-going fiscal monitoring, forecasts of operations, and other long-range planning.
- Prepares reports including conclusions and recommendations for solutions to complex financial or related problems
- Oversees the grant and contract proposal process within the department.
- Prepares and/or reviews budgets, coordinates requirements with principal investigators, and ensures compliance with deadlines for all grant proposals.
- Assists in the development, documentation, and implementation of policies and procedures for financial processes within the department.
- Monitors and ensures compliance with established policies and procedures, University policies, and state statutes.
- Responsible for modifying policies and procedures as needed.
- Provides financial policy and procedure training to principal investigators, faculty, and staff to ensure compliance.
- Meets with principal investigators and department chairs to review financial activity and budget status.
- Performs various duties as assigned by the supervisor to successfully fulfill the function

Minimum Requirements

Education:

Bachelor's Degree in Accounting, Business Administration or closely related field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

36 months experience in Finance, Accounting, or closely related field to include 12 months managerial or supervisory experience.

Required Certifications or Licenses:

None.

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

Knowledge, Skills, and Abilities

- Accounting Skills: understanding accounting concepts, internal controls and possession of strong analytical skills
- Computer Skills: experience with PeopleSoft and Microsoft Office
- Communication Skills: ability to communicate verbally and in writing
- Supervisor Skills: ability to direct the work of subordinate staff
- Initiative Skills: ability to make recommendations to enhance operations. Self-starter.
- Organizational Skills: ability to prioritize workload and organize workflow within the department including delegating tasks when appropriate.

Working Conditions

Physical:

Sit for prolonged periods of time. Use of a computer and calculator. Manual dexterity. Communicate effectively and listen.

Environmental:

Standard Office Environment.

Printed Date: 11/23/2026