Business Operations Manager
42703BR
Campus: Tempe
Business Operations Manager

Job Description

The Biodesign Institute at Arizona State University is seeking a Business Operations Manager who will be administering and controlling the business operations functions in the Center's for Immunotherapy, Vaccines and Virotherapy and the Biosignatures Discovery and Automation. These functions include budgeting, accounting, strategic planning, inventory control, internal procedures, funding limitations and other functions designated by the Director, Financial Services.

Job Family
Business Operations

Department Name
Biodesign Research Operations

Full-Time/Part-Time
Full-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
Depends on experience

Close Date
22-June-2018

Category
03

Essential Duties
• Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures and research expenditures.
• Controls expenditures in accordance with budget allocations while also recommending equipment and resources for function/program.
• Assists faculty or research staff with pre- and post-award grants and contracts processes, including budget preparation and reporting while providing information, guidance, and interpretation of complex federal and state regulations governing management of grants and contracts.
• Monitors or oversees the monitoring of a variety of account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action.
• Manages the processing of travel reimbursements, purchase of supplies, services, and equipment with use of PCard and other purchasing documents in accordance with established procurement and financial policies.
• Organizes and/or prepares departmental administrative and financial reports; analyzes, summarizes and interprets information; recommends or implements action to be taken.
• Prepares audit documents for payroll reconciliations, pcards, and financial records.
• Performs or manages all activities associated with Department Time Administrator to ensure accurate and timely recording of exception and positive time for human resource staff members.
• Represents the Biodesign Institute and serves on various department committees.
• Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.

Minimum Qualifications

Bachelor's degree in a related field and six (6) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Ten (10) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

• Demonstrated knowledge of supervision practices and techniques.
• Demonstrated knowledge of management principles and practices.
• Demonstrated knowledge of accounting and budgeting practices and principles.
• Demonstrated knowledge of state and federal laws pertaining to budgeting and accounting practices.
• Experience in coordinating activities and establishing priorities.
• Evidence of effective verbal communication skills.

Working Environment
Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Use office equipment including a desktop computer.
- Lift up to 20 pounds.
- Clearly communicate to perform essential duties.
- Receive regular review of completed tasks.

Department Statement
The Biodesign Institute addresses today's critical global challenges in healthcare, sustainability, and security by developing solutions inspired from natural systems and translating those solutions into commercially viable products and clinical practices.

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.
Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.