

ADVERTISEMENT

Position Advertisement

Position Number 20016285

Business Manager - Department of Mathematics

The **Department of Mathematics at the University of Tennessee** invites applications for a full-time Business Manager. Reporting to the department head, the business manager is responsible for management of and accounting for departmental finances (including sponsored projects) in accordance with University, state, and federal guidelines. The position is also responsible for the department's compliance with Human Resources policies, including compliance with visa and immigration policies related to international faculty, visiting scholars, and graduate students. Primary duties include coordinating the departmental budget as well as research and non-research expenditures and income accounts, endowments, general ledger accounting, accounts payable and receivable, procurement, facility space inventory, payroll, and supervision of designated department support staff. The business manager will also be involved in gathering and analyzing data to prepare monthly or quarterly reports and projections. The Knoxville campus of the University of Tennessee is seeking candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University.

Required Qualifications

- Bachelor's degree, preferably in accounting, with 5 to 7 years accounting experience **OR** a work history that includes at least 10 years of hands-on accounting or financial management
- Demonstrated leadership, administrative, and problem-solving skills
- Strong interpersonal, communication, and organizational skills
- Demonstrated proficiency with spreadsheets, databases and Microsoft Office software
- 3 to 5 years experience with a large accounting software package such as SAP or Oracle
- 3 to 5 years experience related to fiscal post-award management of federal, state, and private grants and contracts expenditures
- 3 to 5 years of supervisory experience

Preferred Qualifications

- Previous accounting experience at a comprehensive research university, preferably in an academic department
- Experience with SAP software
- Demonstrated knowledge of UT fiscal and human resources policies and procedures
- Experience with visa and immigration issues related to international faculty, visiting scholars, and graduate students
- Experience working with faculty on grants and contract budgets and submissions

Individuals interested in applying should forward a cover letter, resume, and a list of three or more professional references with complete addresses and telephone numbers to: **Chair, Math Business Manager Search, 105C Aconda Court, Department of Mathematics, University of Tennessee, Knoxville, TN 37996-0612**. Screening of applications will begin immediately and continue until the position has been filled.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.