

Job Description

Job Title:	Manager, Business and Financial Operations
Department:	Athletics and Recreation
Reports To:	Associate Director, Business Operations
Jobs Reporting:	Coordinator, Business Operations
Salary Grade:	USG 9
Effective Date:	February 2016

Primary Purpose

This position is directly accountable to the Associate Director, Business Operations for the provision of the business practices of the department in so far as the department business adheres to the general business practices of the University at large. This position is responsible for effective managing of staff, processes, revenue generation, and budgeting involved in the provision of outstanding athletic and recreational services.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Financial – Overall fiscal responsibility including:

- Policy recommendations and policy creation in the areas of cash handling and budgetary procedures.
- Liaison with the Managers within the department and the Finance department.
- Overall creation and monitoring of the department budget.
- Knowledge of cash management techniques and ensures that the cash requirements of the university are met to cover business activities.
- Ensures PCI compliance for online and POS transactions.
- Monitoring and analysis of a \$4,000,000 budget.
- Monthly budget report reconciliation and analysis with the managers.
- All cash handling including bank deposits of over \$1,000,000 per year including online, debit and credit card, cash/cheque.
- Float preparation for all varsity games and concessions.
- Athletics and Recreation Accounts Receivable invoicing including but not limited to the President's Golf Tournament, Sponsorship, Orientation.
- P-Card Reviewer for department card holders. Account confirmation and approval for department. Ensure accounts for transactions are coded appropriately. Receipts and statements are verified to align with finance's expectations.

Facilities:

- Oversee facilities rental scheduling all athletics and recreation facilities including the Physical Activities Complex, Columbia Icefields, Warrior Field, and athletic fields for all programming, student and university events, and community rentals.
- Policy recommendations and policy creation in the areas of facilities usage.
- Working in collaboration with the facility manager and staff to ensure rental needs are met.

Information and Technology:

Job Description



<ul style="list-style-type: none">• Liaison with Information Systems and Technology department for technical support.• Oversee the coordination and testing of the scheduling and registration software (FUSION) for ongoing updates.• Research the purchase of require hardware and software for use within the department, as well as ordering, installation, registration of warranties and maintaining an inventory.• Oversee the research, implementation, and maintenance of departmental information systems necessary to receive, process, and utilize all data required to efficiently administer departmental processes including, but not limited to registration and scheduling, online payment systems, e-commerce, audio/visual equipment, computer workstations, laptops, security systems, as well as other customized hardware and software solutions.
Payroll Administration: <ul style="list-style-type: none">• Oversee payroll administration.• Understand all HR policies and procedures related to payroll.• Understand and ensure department adheres to Employment Standards Act (ESA) regulations.
Membership and Locker Services: <ul style="list-style-type: none">• Working with Human Resources for monthly payroll deductions for staff and faculty members.• Locker service and membership administration for students and Recreation members.
Leadership: <ul style="list-style-type: none">• Hiring, supervision, development, mentorship and evaluation of the Administrative Co-op Student 3 times per year.• Hiring, supervision and evaluation of the Coordinator of Business Operations (FTE position).

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• University degree is required
Experience <ul style="list-style-type: none">• 2-3 years of experience in finance and business.• Experience working in higher education would be considered an asset.• Experience or exposure to scheduling and software would be preferred.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Proficient with Microsoft Office Suite.• Competency with scheduling software is preferred.• Proficiency with other electronic communications is necessary to ensure strong communications with staff and participants.

Nature and Scope

- **Contacts:** Internally, this position interacts regularly with Managers within the Athletics & Recreation department, along with their direct reports, the Director and other departmental staff. This position collaborates regularly with colleagues, including Human Resources, Finance, Payroll, and Information, Systems and Technology.
- **Level of Responsibility:** Problem solving and reporting of issues as well as facilitation of relationships with peers.
- **Decision-Making Authority:** This position is to execute and develop processes to guide decisions. This position also makes recommendations to the Associate Director, Business Operations about improved service and business process opportunities that impact both the incumbent and colleague's functional areas within and beyond the department.

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- **Physical and Sensory Demands:** This role involves minimal physical demands and moderate sensory effect resulting in slight fatigue, strain, or risk of injury.
 - **Working Environment:** The role involves minimal-moderate exposure to psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails, and planned but urgent service requests) that are impacted by varying student volumes at different times of the year.