

## **JOB DESCRIPTION**

**POSITION TITLE:** Business Manager

**GROUP CLASSIFICATION:** Professional Staff

**GENERAL STATEMENT OF DUTIES:** Responsible for overseeing day-to-day Business Office, Student Accounts & Registration operations. Manage and optimize business processes to improve efficiency and productivity. Establish and maintain effective communication channels across departments to ensure alignment and collaboration. Lead, mentor, and motivate team members to achieve individual and collective performance targets. The ideal candidate will possess strong leadership skills, exceptional organizational abilities, and a proven track record of success in managing teams and achieving operational excellence.

**SUPERVISION RECEIVED:** Administrative Direction – Reports to the Executive VP of Operations

**SUPERVISION EXERCISED:** Management

**EXPERIENCE AND EDUCATION:** Bachelor's degree in Accounting, Business Administration, Management, or a related field (Master's degree preferred); Knowledge of Fund Accounting principles; Work experience in college/university administration preferable. Proficiency in business software applications and tools.

**WORKING CONDITIONS:** Will include usual office conditions with day, evening, and weekend work as needed to meet University needs. Must provide own transportation to and from work and to other locations as related to work assignments.

**LICENSE OR CERTIFICATION:** None

**PHYSICAL REQUIREMENTS:** No substantial physical activity required.

**OCCUPATIONAL GROUP:** First/Mid-Level Manager

**EXAMPLES OF DUTIES:**

- Manages the daily operations and staffing of the Business Office, Student Accounts and Registration Offices;
- Ensures the accurate and timely billing of all student charges, collection of current and delinquent receivables, and accurate posting of payments;
- Develops, monitors and evaluates cashiering/payment processes;
- Oversees the Payroll operations of the University;
- Generates, reviews and processes annual Payroll tax forms and reports (941, TWC, W-2, etc);
- Generates, reviews and files annual 1098-T Tuition statements with the IRS;
- Assists with the monthly closing, fiscal year close-out and the annual financial audit, including the Financial Aid audit;
- Assists with the preparation of monthly financial reports and statements;
- Manages and ensures completion of various monthly and annual reconciliations related to Accounts Receivables, Cash Management, and Financial Aid;
- Supervises the Mail Services Department;

- Ensures compliance with College, State and Federal regulations, including compliance with PCI-DSS in safeguarding sensitive cardholder information, student information and other private information;
- Hires, trains, and mentors employees in the Business Office/Student Accounts & Registration office to ensure efficient and professional interactions with students, faculty, and staff as necessary;
- Manages and ensures the timely reporting of enrollment and graduate information to the National Clearinghouse each session;
- Works with Student Services Office in the enrollment and certification of F-1 International Students and Veterans;
- Commitment to upholding ethical standards and integrity in all actions and business dealings.
- Other duties as assigned.

#### QUALIFICATIONS FOR APPOINTMENT:

- A confessed Christian believing in the principles and beliefs taught in the New Testament of the Bible.
- Knowledge of generally accepting accounting principles (GAAP).
- Comprehensive knowledge of the University's policies and regulations, including the University's catalog, academic standards, admission and registration procedures.
- Proficiency in the use of computers and technology.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise critical human relations skills in establishing and maintaining effective working relationships with the University community.
- Ability to handle and process confidential and sensitive information with discretion.
- Ability to be self-directed including organizational skills, initiative, timeliness, and follow-through.
- Ability to work both independently and collaboratively.
- Professionalism in speech, dress, and manner consistent with University standards.
- Ability to accept new challenges and to learn new methodologies in the performance of job responsibilities.

NOTE: The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It is understood that the example of duties do not necessarily include all of the duties to be performed and that they can be modified to meet the changing needs and circumstances of the University. All questions concerning duties, responsibilities, working conditions, hours, etc. should be directed to the immediate supervisor.

Send resume, application and list of references to:

Human Resources  
 Amberton University  
 13601 LBJ Fwy  
 Garland, TX 75041

[HResources@Amberton.edu](mailto:HResources@Amberton.edu)