Texas Tech University  
J.T. & Margaret Talkington College of Visual & Performing Arts  
School of Art  
Position Announcement  
Business Manager

**Position Number: 23813BR**
The School of Art is accepting applications for a fulltime staff position as a Business Manager.

**Position Description**
Manages personnel and budgetary matters for a department or college. Exercise’s discretion and independent judgment to oversee the activities of the financial processes to ensure fiscal responsibility of department/college. Ensures staff and faculty have the resources to complete their work. Usually serves as a hiring manager and employee service coordinator.

**Major/Essential Functions**
The Business Manager in the School of Art is responsible for the effective operation of all business activities and financial affairs for the department and provides solutions to budget problems. The business manager works closely with the department Director and other staff related to budget management, personnel funding, and budget compliance, to ensure the department’s finances are in order and in compliance with University policies and procedures.

- Responsible for the effective operation of all business activities and financial affairs for the department.
- Prepares and monitors all operating budgets/salary funds for the department.
- Manages and assigns appropriate FOAP (Fund-Operating-Account-Program) related to procurement services, budget, finance, travel, and human resources.
- Participates in Budget Prep and Salary Planner annually.
- Works with Financial Manager of TCVPA, including monthly meetings, to share information on procedures, issues, and deadlines.
- Responsible for calculating Special Instruction Fees each semester by department/area to which fees are paid. Compile and track totals by area to ensure budget compliance.
- Responsible for tracking and compiling expenses for purchases related to new faculty startup funding, department grants, awards, and assistantships.
- Responsible for processing requisitions, new blanket orders, leases, setting up vendors, tracking purchase orders, and releasing encumbrances in TechBuy for the department.
- Responsible for processing Travel Applications and Vouchers in Travel System for all faculty and staff.
- Attends all necessary training classes and meetings to ensure that university policies and procedures are carefully followed.

**Required Qualifications**
Bachelor’s degree and four years of experience developing or managing programs or projects. Additional job-related education may be substituted for the required experience on a year-for-year basis.

**Preferred Qualifications**
- An advanced understanding of TTU Banner financial systems related to TTU Travel, ePAF, TechBuy, P-Card, Cognos, and other university software which will require training and certification as needed.
- Ability to maintain and analyze university accounts, numbers, and financial data.
- Proficient in Microsoft Office suite: Word, Excel, Outlook, and PowerPoint. Advanced familiarity of cloud sharing systems such as TEAMS, Google Docs, Forms, Drop Box, and OneDrive is a plus.

Apply online at [http://www.texastech.edu/careers/](http://www.texastech.edu/careers/)

**Contact:** Joe Arredondo, joe.arredondo@ttu.edu Chair of the Business Manager search committee for more information.