



JOB INFORMATION

Job Code	BB01
Job Description Title	Supv, Ath Business Office
Pay Grade	FO06
Range Minimum	\$39,130
33rd %	\$45,650
Range Midpoint	\$48,910
67th %	\$52,170
Range Maximum	\$58,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/5/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Supervises the daily operations of the Athletics Department Business Office.

RESPONSIBILITIES

- Supervises the daily operations of the Athletics Department Business Office to include supervising and assigning tasks to administrative support or financial staff. Serves as a point of contact for questions from employees, departmental staff, or vendors in the Business Office.
- Oversees account maintenance and human resource procedures for the Athletics Department.
- Coordinates, researches, and generates data for various surveys and reports.
- Oversees preparation of monthly and bi-weekly payroll.
- Collects and deposits monies for the Athletics Department.
- Prepares and approves human resources, financial, and accounting forms for coding and accuracy.
- May train department employees on procurement policies and procedures and monitors and ensures compliance.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	and	5 years of	Experience in business operations and financial support services	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial coding, systems, and procedures.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.