

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Senior Business Manager**

**Working Title: Senior Business Manager**

**Job Code: 2354**

**Job Level: 16**

Updated: 02/06/2025

### **General Purpose**

Provide overall administrative management and coordination of various business-related functions including finance, budget, personnel, space and facilities planning, grant administration, academic support and policy interpretation and dissemination as a high-level business management administrator within the School of Nursing. The business manager will supervise divisional business/administrative managers/directors.

### **Supervisor**

This position reports to the Vice Dean, Finance and Administration (VDFA).

### **Essential Duties**

Provide administrative direction and coordination in the formulation, interpretation and administration of current and long-range policies, procedures and programs.

Plan departmental budget needs by analyzing program plans on both a short- and long-term basis including projecting possible levels of support from multiple sources of funding; confer with administration and faculty to analyze and recommend priorities and goals for future department needs.

Determine fiscal requirements, make projections and prepare overall departmental budgets; prepare financial statements reflecting status of programs and activities; ensure compliance with University policies and procedures.

Maintain interface with departmental personnel to coordinate operational activities to ensure adequate manning, space and facilities; direct the planning and coordination of purchasing, maintenance, construction and renovation activities for the department; administer a program of property management and accountability.

Maintain liaison with all level of administration, faculty and outside organizations to coordinate departmental business, accomplish directives and facilitate the resolution of problems.

Coordinate the compilation and preparation of operational and financial reports and analyses setting forth progress, adverse trends and appropriate recommendations.

Supervise and coordinate work of designated employees, which typically includes departmental staff supporting business functions and may include divisional business management employees; manage personnel activities to meet University and departmental objectives in training, equal employment and pay, and wage and salary administration; advise on employment terms and appointment procedures of faculty as appropriate.

Represent department head in meetings and conferences and other affairs of an administrative nature.

Prepare reports and analyses to include financial reports, setting forth progress, adverse trends and appropriate recommendations or conclusions.

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

## **Requirements**

### **Education/Training**

Work requires a Bachelor's degree in Business Administration, Accounting or a closely related field.

### **Experience**

Work requires a minimum of eight years progressively responsible experience in administrative management, to include proficiency in budgeting, grants and contracts, personnel supervision and space and facilities management.

A Master's degree in Business Administration, Hospital Administration, Accounting or a closely related field may substitute for two years of required experience.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

### **Skills**

**Communication Skills:** Effective verbal and written communication is crucial for interacting with staff, stakeholders, and external partners.

**Leadership and Supervisory Skills:** Ability to lead and manage teams, including divisional business/administrative managers.

**Financial Management:** Proficiency in budgeting, financial planning, and grant administration.

**Organizational Skills:** Strong organizational abilities to manage space and facilities planning, and ensure efficient operations.

**Attention to Detail:** Precision in handling tasks related to finance, personnel, and policy interpretation.

**Problem-Solving Skills:** Ability to address and resolve issues that arise within the department.

**Technical Proficiency:** Familiarity with office software, database management, and other relevant technologies.

**Time Management:** Efficiently managing time to balance multiple responsibilities and deadlines.

**Policy Interpretation and Dissemination:** Understanding and communicating policies effectively within the department.