



**BUSINESS OPERATIONS MANAGER
DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS**

The Loker University Student Union, Inc. is an auxiliary of California State University, Dominguez Hills and is a California 501(c)3 Not For Profit Corporation. The facility, totaling approximately 120,000 square feet, houses the University Bookstore, Campus Dining, Associated Students, Inc., in addition to various meeting facilities, lounges and recreational space. As the hub of campus activity, the mission of the Student Union includes “providing cultural, social and recreational programming that supports the educational mission of the University” and “providing programs and services that enhance the quality of life” for members of the campus community.

POSITION DESCRIPTION

Workweek Class: Exempt, Full-Time
Work Schedule: 40 Hours Per Week, Standard Schedule
Responsible to: Assistant Director (Business and Commercial Services)

GENERAL STATEMENT:

The Business Operations Manager is a position with the Donald P. and Katherine B. Loker University Student Union, Inc. (LSU.) The incumbent will be an exempt, full-time staff employee and will adhere to the rules, regulations and employment standards established by the LSU.

Under general supervision by the Assistant Director (Business and Commercial Services), the Business Operations Manager has primary responsibility for the accounting and payroll activities of the Student Union. These responsibilities include managing accounting and payroll service providers, AP/AR transaction processing, purchase order processing, and serving as custodian for petty cash. Responsibilities also include serving as payroll timekeeper, responding to payroll inquiries, and supporting audits and financial statement reporting. The Business Operations Manager supports business process development, budget review, fiscal policy development and ensures compliance with GAAP and GASB standards. In the absence of the Assistant Director (Business and Commercial Services), the incumbent assumes duties necessary to ensure business continuity and accurate and timely financial reporting.

TYPICAL DUTIES AND RESPONSIBILITIES:

Under general supervision of the Assistant Director (Business and Commercial Services), the incumbent will perform a variety of functions, including but not limited to the following:

% Time Description of Duties

40% General Accounting - Responsible for the day-to-day processing, monitoring, and recording of accounting transactions. Serves as primary contact with accounting and payroll services provider. Prepares AP/AR invoice documents for timely and accurate processing including but not limited to purchase orders, payment requests, deposits, and collections. General ledger responsibilities include ensuring exact account coding, preparing related journal entries, reconciliation of accounts, and preparation of a variety of financial reports. Resolves internal and external inquiries concerning invoice status, discrepancies, and account balances. Ensures all transactions post to the proper account and assists with month-end closing. Reviews corporate card reconciliation reports and ensures proper coding and approvals. Maintains, replenishes, and distributes petty cash according to the petty cash policy. Maintains proper internal controls and segregation of duties. Files, maintains, and distributes transaction documents, records, and reports.

- 20% Purchasing** – Responsible for the processing of purchase order requests in accordance with the purchasing policy. Ensures all supporting documentation is complete and fully executed including quotes, bidding documents, contracts, and insurance, prior to processing. Monitors purchase orders and ensures they are closed timely and properly. Confirms item receipt and/or services rendered satisfactorily prior to processing purchase order payment. Maintains, replenishes, and distributes petty cash according to the petty cash policy.
- 20% Unit Lead** – Responsible for the development and leadership of employees necessary to carry out business and commercial operations and ensures compliance with policies and procedures. Ensures compliance with GASB and GAAP. Manages contracts and relationships for accounting and payroll service providers and is responsible for ensuring contracted deliverables are met.
- 15% Payroll Timekeeper** – Serves as primary contact for payroll related matters. Responsible for the review of timecards in preparation for approval at the end of each pay period. Aids with troubleshooting discrepancies and resolves problems. Responsible for the development and implementation of training resource materials.
- 5% Other Duties as Assigned** – Attends meetings. Represents the Assistant Director (Business and Commercial Services) at meetings. Assists in the development of business and commercial services, continuous improvement, and strategic planning including the development of goals, and objectives. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The Business Operations Manager is expected to work autonomously and professionally in all areas of responsibilities to reflect the mission of the organization. Must have a degree equivalent to graduation from a four-year college or university in Business Administration, Finance, Accounting, Public Administration, or related field. A minimum of five (5) years of professional experience in business and finance with progressive responsibility. Supervisory experience preferably in an accounting, finance or business administration position. Ability to supervise a variety of personnel actions and direct personnel to ensure financial transactions are processed with accuracy and recorded timely. Understanding of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements. Ability to analyze and interpret financial data. Ability to develop, interpret and apply policies and procedures to variety of situations. Effective communication skills and people skills, and ability to work cooperatively in a multi-ethnic environment. Ability to be resourceful and to take initiative. Flexibility to adjust to changing schedules and priorities. Open and adaptable to changing practices and technology. Ability to work autonomously and professionally in all areas of responsibilities to reflect the mission of the organization.

PREFERRED QUALIFICATIONS

Master's degree in a related field is preferred. Experience working in a higher education environment with emphasis in student unions or student life. Experience working in a not-for-profit environment. Experience developing fiscal policies, procedures, and workflows.

WORK ENVIRONMENT

Employees in this position work indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular public contact required. Must be able to lift 50 pounds unassisted. Ability to handle multiple tasks, adhere to deadlines and work under pressure required.

CONDITIONS OF EMPLOYMENT

This is an exempt position with work hours based upon the duties and responsibilities which need to be completed. This position is employed by the Loker University Student Union, Inc. and is subject to related personnel policies and procedures. Employment is on an at-will basis and can be terminated by either an employee or the LSU at any time with or without cause or advanced notice. Permanent status can neither be obtained nor granted.

A general background check (including criminal records check) must be completed satisfactorily before any candidate can begin a position. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current LSU employees who apply for the position.

LSU hires only individuals lawfully authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

LSU is an Affirmative Action/Equal Opportunity Employer. Applicants for employment will be considered without regard to race, color, religion, ancestry, national origin, age, sex, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, disability, covered veteran status, or other status.

COMPENSATION

\$5200 monthly anticipated starting salary; a complete benefits package is available upon hiring.

CLOSING DATE

The position will remain open until filled. Priority review of applications will begin April 8, 2022.

APPLICATION PROCEDURE

Apply to the position at lsucsudh.org A Professional Employment Application and resume must be submitted for candidate consideration.