

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

(Transfer, Reinstatement, or Voluntary Demotion)

- CLASSIFICATION:** **UNIVERSITY BUSINESS SPECIALIST (PR 07-04)**
Working Title: Academic ADL Co-Lab Business Manager
- LOCATION:** University of Wisconsin System Administration
Academic Advanced Distributed Learning Co-Laboratory
<http://www.academiccolab.org/>
222 West Washington Avenue, 4th Floor
Madison, WI 53703
- WORK SCHEDULE:** 7:45 a.m. to 4:30 p.m., Monday through Friday (flexible)
- DUTIES:** The AADLC Business Manager will report directly to the Executive Director for the Academic ADL Co-Lab and is responsible for managing the day to day financial and budget functions of the Co-Lab, in addition to the administrative and personnel activities. Primary responsibilities include: fiscal and budget management of funds related to Grant Administration; accounting management; and, administrative and personnel management.
- Tasks will include maintaining budgets and accounting for approximately 20 AADLC accounts; billing and invoicing; account reconciliation with UWSA accounting systems; reporting; handling inter-institutional financial transactions; working directly with Co-Lab clients to set agreement terms for services; preparing regular reports on an account-by-account basis; serving as main point of contact for notifying and coordinating Co-Lab hiring activities with UWSA HR; serving as first-level unit problem solver to campus fiscal and related departments; and, working with existing and potential future clients to maintain and grow funding streams.
- KNOWLEDGE REQUIRED:** The most qualified candidates will have knowledge, skill or ability in the following: creation of accounting systems using QuickBooks or other administrative tool and knowledge of generally accepted accounting principles; experience managing Federal and/or private foundation grants; knowledge of automated and on-line financial systems and accounting control systems; demonstrated ability to conduct billing/invoicing; outstanding communication skills and ability to interact with clients (faculty, business leaders, and government partners); skill in use of microcomputer and windows applications of WORD and EXCEL; customer-oriented attitude and ability to work effectively with diverse groups and individuals; ability to effectively convey complex messages to both technical and non-technical individuals; attention to detail, ability to prioritize work assignments to meet deadlines and time-management skills; ability to perform responsibilities, resolve complex problems, and make decisions independently; general knowledge of personnel procedures, including recruitment, hiring, affirmative action, payroll, and leave accounting; knowledge of federal and state requirements for auditing and ability to maintain a transparent accounting system to meet those requirements; ability to interpret rules, regulations, policies and procedures.
- Well-qualified candidates may also have: experience with managing research budgets in a university environment; understanding of UW-Madison and UWSA accounting policies and procedures; and/or an understanding of UWSA HR policies and procedures.
- PAY:** Pay will be based on rules that apply to compensation upon transfer, reinstatement or voluntary demotion transactions; beginning pay will not be less than \$16.083 per hour (PR 07-04)
- APPLICATION:** The UW System Administration is seeking applicants to fill a full-time University Business Specialist position. Eligibility is based on transfer, reinstatement or voluntary demotion rights acquired by virtue of current or former State employment in the classified service at or above PR 07-04. Eligible applicants must submit a State Application [<http://oser.state.wi.us/application.asp>], letter of interest addressing the qualifications and duties above, current professional resume, and the current contact information for three supervisory references on or before **4:30 p.m., February 26, 2008** to: Demi Wiemann; Office of Human Resources & Workforce Diversity at dwiemann@uwsa.edu. For questions, contact Demi at (608) 263-4390.