



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences

Cooperative Extension

**Maricopa Agricultural Center
& Experiment Station**

37860 W. Smith-Enke Rd., Maricopa AZ 86138-3010 • 520-374-6380 • mac.arizona.edu

Position Title: Business Manager, Sr

Job Posting #: Req20434

Job Open Date: August 28th, 2024

Department: Maricopa Agricultural Center

Full/Part Time: Full time

Posted Rate of Pay: \$65,687 - \$85,393

Benefits: Yes

Position Summary:

THIS POSITION IS LOCATED IN Maricopa, AZ.

The Maricopa Agricultural Center is seeking a growth-minded and innovative Business Manager, Senior, to lead the day-to-day financial, budgeting, and HR functions. Attention to detail with the ability to understand the big picture is crucial for success. A positive attitude and grounded commitment to customer service excellence is essential to this position. The successful candidate should be skilled in financial management, budgeting, forecasting, and managing multiple projects with competing deadlines in a fast-paced office.

Responsibilities:

- Plan, implement, and manage annual Zero-based budget, including departmental budgets
- Oversees day to day business operations of the unit
- Monitor, reconcile, and report fund accounts, including a rate study
- Use Farm and Data software management tools to analyze funds and cost recovery strategies
- Manage business office staff in their supportive roles
-

SEE JOB POSTING FOR ADDITIONAL DETAILS

Minimum Qualifications:

Bachelor's degree or equivalent advanced learning attained through professional level experience.
5 years of relevant work experience

For full details, qualifications & to apply, please submit on-line application, cover letter and resume for

Job Posting # Req20434 at <http://talent.arizona.edu>

Application reviews will begin September 3rd, 2024

Questions, please contact Amanda Stevens at amanda84@arizona.edu

University Of Arizona is an EEO/AA Employer – M/W/D/V