The Arizona Board of Regents (ABOR) is seeking a Business Operations Manager, Senior to manage and supervise the business operations of the Board office. The successful candidate will manage ABOR budgeting, accounting, inventory control, internal procedures and other functions related to the administrative office of the Board office.

**Typical Duties:**
(The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Prepares or coordinates preparation of financial reports; analyzes and interprets statistical, financial and management planning data
- Develops and maintains procedures for daily operations of assigned functions; Interprets and applies pertinent rules, regulations, policies and procedures set forth by board or state governing policies
- Oversees all fiscal year-end accounting/budgeting activities and processes
- Manages budget, expenditure and revenues in various financial systems including Workday and AZ360
- Supervises work of subordinate personnel
- Handle confidential and sensitive information and will maintain physical and electronic records
- Maintain internal database for financial transactions
- Manage cash receipts, cash deposits, accounts payable and accounts receivable processes
- Contact various board, university or state agency personnel to resolve discrepancies or problems
- Manage time reporting and reconciliation processes
- Special projects as assigned

**Knowledge, Skills and Abilities:**
The successful candidate will demonstrate:

- Knowledge of accounting and budget practices and principles
- Knowledge of state and federal laws pertaining to budgeting and accounting practices
- Knowledge of ASU financial and State of Arizona Accounting systems
• Strong verbal and written communications, advocacy, analytical and interpersonal relations skills
• Skill in coordinating activities and establishing priorities
• Skill in dealing with a wide range of topics including confidential and sensitive information
• Skill in problem solving and decision making
• Ability to work in a fast-paced environment with frequently changing priorities

Minimum Qualifications:
• Ten years of combined administrative experience in any of the following areas: budgeting, accounting, or finance

Salary and Benefits:
• Salary Range: $66,700 to $138,500; Expected rate of pay is $80,000 for well-qualified applicants.
• This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click here.
• This position will be working in person at the board office Monday through Friday and may be eligible for a partial remote work schedule, subject to the needs of the office.

How to Apply:
Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.