

## CIVIL SERVICE POSITION DESCRIPTION

**NAME:** \_\_\_\_\_ **CSN:** \_\_\_\_\_ **FLSA STATUS:** Exempt

**TITLE:** Business Manager

**DEPARTMENT:** Neuroscience Institute

### **FUNCTION:**

The incumbent is responsible for coordinating and managing a variety of business and financial operations in the Neuroscience Institute, ensuring compliance with policies, procedures, laws and guidelines of the department, School of Medicine (SOM), SIU HealthCare (SIU HC) and the State of Illinois. This person provides professional assistance, advice and relief to the Administrative Director for the Neuroscience Institute for specific administrative projects, research and departmental programs.

### **ORGANIZATIONAL RELATIONSHIPS:**

The Business Manger reports directly to the Administrative Director of the Neurosciences Institute, who reports to the Chair of the Department of Psychiatry, who reports to the Dean and Provost of the School of Medicine, who reports to the Chancellor of SIU Carbondale. The incumbent also works closely with SIU School of Medicine financial units, Human Resources, and various external agencies, and has institutional responsibilities to SIU School of Medicine and SIU HealthCare administration and must work collaboratively to perform these functions and business processes.

### **DUTIES AND RESPONSIBILITIES:**

The following information is intended to be representative of the work performed by the incumbent and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

#### **I. ADMINISTRATION**

**98%**

##### **FINANCIAL:**

- A. Manages, prepares and implements all departmental short-term and long-term budgetary planning and working documents for the NSI. This includes preparation and management of original and reappraisal revenue and expenditures. This involves the management of many sources of funding. Funding sources include, but are not limited to: state appropriations, clinical revenues, affiliated hospital contracts, state and federal

government/agency grants, pharmaceutical study grants, private foundation grants, and University foundation contributions.

- B. Develop and maintain financial management system (UMS); assemble and prepare data for financial, clinical and administrative reports.
- C. Analyze budget balances and make adjustments to the budgets when necessary.
- D. Reviews fiscal/operational policies mandated by the University/HC and determines financial and operational impact of implementation.
- E. Serve as fiscal officer designee on all NSI accounts. Approve, monitor and audit all income and expenses for department accounts.
- F. Audit, validate and reconcile financial activity for each Principal Investigator/faculty member on a periodic basis, and report on findings/problems.
- G. Manage the purchasing process, with responsibility for overseeing requisitioning and bidding. Provide recommendations on the acquisition of administrative, clinical and research equipment.
- H. Manage and systemize the development of detailed grant budgets and external agency contracts for the NSI.
- I. Assist in identification of funding alternatives for existing, new and expanded programs.
- J. Serve as Departmental Card Manager of the School procurement program for the NSI.
- K. Reviews grant instructions to understand financial requirements to be addressed in grant applications. This includes the development and negotiation of grant budgets.
- L. Monitors contract and study related financial agreements. Audits invoice vouchers and internal billings for compliance with University and grant guidelines and fund availability.
- M. Oversee the need and recruitment, interviewing, hiring, supervising and evaluation of administrative and financial staff.
- N. Serve as primary liaison to faculty members, SIU internal departments and principal investigators to facilitate grants.
- O. Analysis of departmental organizational structure to clarify organizational relationships.
- P. Prepare cost, staff effort and space utilization reports for the NSI. Coordinates and implements annual faculty/staff contract process and audits for consistency with budgetary staffing documents. This includes responsibilities for both departmental academic and clinical activities.

- Q. Gathers and analyzes data, preparing a variety of reports including but not limited to: quarterly Accounts Receivable Report, and quarterly division analysis.
- R. Assist in the development & submission of grant proposals. Reviews contract terms related to budget and payment terms prior to submittal to ADRFA.
- S. Meets with departmental research staff to determine research needs and establish guidelines in compliance with University and granting agencies.
- T. Advise the Chair/Director on the clinical productivity of faculty members and recommend base practice incomes.
- U. Monitors and prepares reports on patient visit volumes and other financial data.
- V. Tracks and monitors call invoices ensuring payment is received from hospitals and additional compensation forms are completed for those providing call.
- W. Act as liaison between the Departments and SIU Healthcare in matters pertaining to the clinical budget, clinic support operations, and the medical service and practice plan.

**GENERAL ADMINISTRATION & POLICY:**

- A. Assists in the development of administrative policies for the Departments, i.e. fiscal policy, recruitment and personnel policies, and clinical policy.
- B. Interpret policy set by the School of Medicine and advise Chair and Director on policy affecting the Departments.
- C. Manage and facilitate recruitment activities for faculty and/or staff of the NSI.
- D. Serve as a resource for administrative procedures and policies to the NSI faculty, staff and other administrative personnel; direct the compilation and maintenance of internal procedure manuals and informational materials; interpret policy set by SOM as it relates to NSI.
- E. Manage the process of developing and maintaining physician and non-physician faculty appointments, primary provider contracts, professional service contracts, and clinical medical service agreements.
- F. Maintains records of all faculty, administrative professional and civil service staff position descriptions, evaluations, address lists, and emergency contact lists.

**II. OTHER**

**2%**

- A. Serve on University, school-wide and department committees, as requested.

- B. Represents the NSI on behalf of the Administrative Director in a variety of institutional meetings.
- C. Other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED FOR POSITION:**

Bachelor's degree in accounting, business administration, management or a closely related field

OR

36 months of work experience in accounting, business administration, fiscal management or closely related experience.

**KNOWLEDGE & SKILL REQUIRED FOR POSITION:**

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office terminology.

Knowledge of basic arithmetic, algebra, statistics and their applications.

Ability to work independently and effectively organize and prioritize multiple tasks.

Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.

Ability to manage a budget and work within the constraints of that budget.

Ability to analyze, interpret, and explain work related documents, policies and procedures.,

Sensitive to the needs of underrepresented minority populations

**COMPLEXITY:**

This position requires an individual with the ability to withstand a high degree of stress and interruptions during peak periods. It also requires that the individual use tact, discretion and good business sense. It requires a mixture of accounting, communication, technical, interpersonal and management skills.

**PERSONAL RELATIONSHIPS:**

This position must work closely with a wide variety of individuals with highly diverse degrees of responsibility both internally through the department, the School of Medicine and SIU HealthCare, and also through external institutional relationships.

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Business Manager

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Date

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Marcella Bland  
Administrative Director  
Neurosciences Institute

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Date

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Jayant Acharya, MD  
Chairman  
Department of Neurology

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Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Business Manager**

Position No. (If applicable): \_\_\_\_\_ Department: **Neuroscience Institute-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> <b>Office</b>	<input type="checkbox"/> <b>Hospital</b>
<input type="checkbox"/> <b>Clinic</b>	<input type="checkbox"/> <b>Warehouse</b>
<input type="checkbox"/> <b>Research Laboratory</b>	<input type="checkbox"/> <b>Outdoors</b>
<input type="checkbox"/> <b>Other (Be Specific):</b> _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	Less than 5 lbs.				<input type="radio"/>
Carrying	5 - 10 lbs.				<input type="radio"/>
Lifting	5 - 10 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____	Date _____	Supervisor Name _____	Employee Signature _____	Date _____
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