The School for the Future of Innovation in Society (SFIS) seeks a Business Operations Manager to administer the business operations functions of the School and its programs. These functions include budgeting, accounting, staff supervision, strategic planning, inventory control, internal procedures and other functions designated by the SFIS Director. This position will work closely with SFIS faculty and staff, as well as business operations staff in the new College of Global Futures and across the university.

Not Grant Funded
Salary Range: $56,160 - $71,500, DOE
Closing Date: September 29, 2020 3:00pm
Apply here.

Essential Duties

- Manage the variety of School accounts including planning, budgeting, forecasting, and year-end close out. Assist in the preparation and/or coordination of major operational and special budgets; prepare budget projection and analyses.
- Oversee, enter, and/or approve payments, purchases, transfers, and budget amendments through Workday. Administer personal services budget, expenditures and revenues; review and authorize purchase of supplies, services, and equipment. Oversee purchasing cards and the timely reconciliation of purchasing card expenses. Enter and/or approve new account requests. Backstop other business operations staff in the School and College. Transfer gift funds from ASU Foundation to ASU Gift accounts.
- Liaison with research finance team and faculty Principal Investigators on grant accounts; as necessary assist with pre-award budget development and post-award budget management.
- Serve as School Authorized Travel Official to approve travel requests in Concur to ensure appropriate policies followed and proper account allocation used.
- Provide HR support as needed including serving as one of the School’s Department Time Administrators to approve time in PeopleSoft; planning and mapping positions against appropriate School, faculty, and grant accounts; entering and approving Personnel Transaction Requests and HR renewals; reconcile biweekly payroll against expectations; entering payroll redistributions; assist faculty and staff with the hiring process in Brassring.
- Supervise School business operations staff including hiring, termination, discipline, performance evaluation, work planning, etc.
- Coordinate personnel matters such as payroll actions, classification, recruiting, new hire actions, interviewing and selecting new staff, employee grievances, or other applicable issues.
- Prepare or participate in the preparation of financial and administrative reports for the School and College; analyzes and interprets statistical, financial and management planning data for decision-making and strategic planning.
- Coordinate internal and external audits, and prepares audit work papers.
- Keep informed of, interpret and apply pertinent rules, regulations, policies and procedures set forth by university or other governing agency; inform affected staff as changes occur.
- Develop recommendations for implementation of procedures for daily operations of assigned functions according to established policies; prepares and updates internal manuals.
• Represent work unit at meetings for conferences and serves as liaison for unit concerning requests or complaints.
• Oversee space utilization, building repair and maintenance; coordinates renovation/remodeling projects.
• Control personnel and department records and inventory functions.

Minimum Qualifications
Bachelor's degree in a related field and six (6) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Ten (10) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
• Experience developing and managing budgets of various size and complexity
• Experience with ASU Business Operations and Fiscal Management systems including Workday (both ASU and ASUEP), PeopleSoft, Concur, Brassring, ERA, STAR/Adaptive Planning, Dashboards, etc.
• Knowledge of management principles and practices
• Knowledge of accounting and budgeting practices and principles.
• Knowledge of ASU policies and state/federal laws pertaining to budgeting and accounting practices.
• Skill in coordinating activities and establishing priorities.
• Ability to manage multiple demands across a variety of functions and timelines
• Ability to solve problems, to correct mistakes and overcome failure
• Evidence of being strategic and forward thinking.
• Skill in both verbal and written communication.

Working Environment
Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

Department Statement
The School for the Future of Innovation in Society (sfis.asu.edu) recognizes that
• innovation is a complex system in which both social and technical elements and their interactions are crucial in creating desired outcomes;
• knowledge – its creation, its dissemination, and its validation – is an essential component to addressing contemporary challenges; and
• future-making needs to be a more interdisciplinary, more anticipatory, and more democratic practice.

The mission of SFIS is to develop and extend these ideas – creating a future for everyone. We will bring these ideas and the content, skills and dispositions that surround them to new audiences, through new modes of instruction, and at a larger scale. In particular, the School continues to refine its instruction to address the needs of particular audiences in particular careers and career stages. SFIS houses a set of immersion and online graduate degree programs, including the PhD in Human and Social Dimensions of
Science and Technology (HSD), the PhD in Innovation in Global Development (IGD), the Master of Science and Technology Policy (MSTP), the Master of Science in Global Technology and Development (GTD), and the Master of Science in Public Interest Technology (PIT), as well as a Bachelor of Science, Bachelor of Arts, and minor in Innovation in Society, currently immersion but adding an online component in 2021.

The new College of Global Futures (collegeofglobalfutures.asu.edu) is dedicated to creating a sustainable, equitable, and vibrant future for everyone. The future we want and need increasingly depends on our ability to think, act, and manage on planetary scales. Our world-class faculty will prepare next-generation leaders with the knowledge, skills and mindsets to tackle complex global challenges. With a diverse group of partners, the College of Global Futures will develop enduring solutions that benefit all people everywhere on a thriving, healthy planet.