

Pacific McGeorge School of Law is seeking a Business Services Manager. Reporting to the Executive Director of Financial Administration the Business Services Manager is responsible for managing the Business Office, providing leadership and supervision to staff and performing the accounting duties for the Law School. Operating independently the Business Services Manager is charged with identifying and resolving complex problems, making recommendations for the continuous improvement of accounting processes, and providing excellent customer service. This role will also be responsible for School financial and compliance reporting to the University, including all financial and tax reporting to the Controller's Office in Stockton.

Essential Duties and Accountabilities

- Supervise individuals whose duties include cashiering, general bookkeeping, student billings and collections, accounts payable, filing, and customer service. Provide training and development support to staff within the department.
- In collaboration with University Associate Controller and Bursar, provide guidance and training to staff on effective utilization of the Banner Finance module, Banner AR module.
- Ensure compliance with Generally Accepted Accounting Principles in managing all transactions on behalf of the School. Ensure all coding and data entry of transactions complies with data entry and accounting standards set by the University Controller's Office. Additionally, ensure compliance with federal, state and other regulatory requirements for grants and contracts.
- Report all monthly international activities to the Controller's Office.
- Monitor all School activities for tax implications, working closely with the University Tax Compliance Officer. Ensure tax implications of transactions are properly communicated to students, staff and faculty as appropriate to their activities.
- Interact with students and monitor student account balances and collection activities.
- Maintain signature authority information for the School and report all changes to Controller's Office.
- Track AP stats using various reports.
- In coordination with the Budget and Payroll Manager process non-resident alien tax compliance in accordance with University Payroll procedures.
- On a monthly basis, monitor LLM program to ensure tuition and scholarships are correct.
- Perform other duties as assigned or requested.

Minimum Qualifications:

- Bachelor degree required; Business Administration, Accounting, or Finance major preferred; 5 years of progressive responsibilities and supervisory experience ideal. CPA is beneficial.
- Prior experience in the higher education arena, highly desirable.
- Advanced written, verbal and interpersonal communication skills.
- Ability to work and build relationships with campus community.
- Advanced skills in Excel and Word; and Intermediate PowerPoint and Access skills are required.
- Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

Application Process:

Please submit your resume, cover letter and salary requirements to: mcgeorgehr@pacific.edu or fax materials to 916.739.7196.

Pacific McGeorge School of Law is an Equal Opportunity Employer.