

ANNOUNCEMENT OF PROFESSIONAL VACANCY

State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778

September 27, 2022

Job Description:

TITLE: Senior Staff Assistant

DESCRIPTIVE TITLE: Business Manager

UNIT: Adirondack Ecological Center in Newcomb, NY

PROFESSIONAL RANK AND SALARY: SL-3, \$51,000 + DOQ

POSITION DESCRIPTION:

This position is based at SUNY-ESF's Newcomb Campus (Huntington Wildlife Forest) in Newcomb, NY. To learn more about the Newcomb Campus visit www.esf.edu/newcomb

The Business Manager supports all aspects of the business administration of ESF's Newcomb campus and associated facilities. ESF's Newcomb Campus is an applied sciences field station supporting year-round research and education activities. This position will monitor and manage all Newcomb Campus accounts, invoicing, accounts receivable, accounts payable, quarterly and annual reporting, budgeting, fiscal and strategic planning, and maintenance and management of the Newcomb Campus reservation and administration database. The Business Manager is also responsible for assisting in the coordination of communication relating to business administration between Newcomb Campus users, campus staff, and appropriate offices on ESF's main campus in Syracuse, NY. This position will require exemplary communication skills (both written and verbal), a high degree of organization, and attention to detail.

Requirements:

REQUIRED QUALIFICATIONS:

- Bachelor's degree and two years full-time work in business management, public administration, or administrative services experience OR
- Associate's degree and four years full-time work in business management, public administration, or administrative services experience
- Familiarity with Microsoft Word, Excel, Access, and Quick Books

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting, financial analysis, or other business management-related fields (e.g. auditing, budget analysis, financial examiner, financial analyst, etc.) and two years full-time work experience in the accounting and business management industry OR
- Associate's degree in in accounting, financial analysis, or other business management-related fields (e.g. auditing, budget analysis, financial examiner, financial analyst, etc.) and four years full-time work experience in the accounting and business management industry
- Knowledge of standard administrative and business management principles, practices and procedures
- Knowledge of state and federal laws, rules and regulations pertaining to administrative/business management activities
- Knowledge of NYS standard government fiscal policies, practices and procedures

Application Instructions:

Application Procedure: Application materials are required to be submitted on-line here <https://esf.interviewexchange.com/jobofferdetails.jsp?JOBID=153792>.

Please provide Cover Letter, Resume, and at least three references (we will not contact references without prior permission).

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by **October 28, 2022** to insure optimal consideration.

Internal Procedures: UUP-represented employees of ESF desiring consideration under the Advanced Internal Application Procedures should submit application materials on-line and notify the Office of Human Resources that they would like early consideration by **October 12, 2022**.

About the College of Environmental Science and Forestry:

Founded in 1911, the State University of New York College of Environmental Science and Forestry (ESF) is the nation's oldest and most respected school dedicated to the study of the environment, developing renewable technologies and building a sustainable future. The ESF main campus is in Syracuse, NY and has regional campuses throughout Central New York and the Adirondack Park. ESF consistently earns high rankings in US News and World Report, Forbes, Peterson's Guide, The Washington Monthly, Princeton Review and other national college guidebooks.

Additional Information:

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf

SUNY-ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.