

Idaho State University  
Pocatello, Idaho

Position Specifications  
University Business Officer  
Division of Health Sciences  
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Prepared by:  
Summit Search Solutions, Inc.



**Idaho State**  

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**UNIVERSITY**

[www.isu.edu](http://www.isu.edu)

## THE INSTITUTION

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**Idaho State University (ISU)** combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: [www.isu.edu](http://www.isu.edu)

**Location:** Pocatello, Idaho

## THE OPPORTUNITY

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The **University Business Officer (UBO)** will provide guidance to the Vice Provost and Executive Dean and facilitate implementation of the full range of administrative, fiscal, and human resources activities within the Division of Health Sciences. This includes resource planning, budget control, financial analysis, and fiscal oversight of instructional and research programs, space administration, and organizational and operational improvements.

This position has a direct reporting relationship to the Assistant Vice President for Finance and Administration with a dotted-line to Vice Provost and Executive Dean of the Division of Health Sciences. He/she will supervise finance technicians within the division, IT Support, and a future Assistant Business Officer.

The UBO supports the following personnel in the Division of Health Sciences: Vice Provost/Executive Dean, Deans, Associate Deans, Chairs and Directors, Classified Staff, Non-Classified Staff, and Faculty with specific responsibilities listed below.

### KEY RESPONSIBILITIES:

#### Business Management and Strategic Planning

- Provides analytical support evaluating and recommending budget, expenditure, and resource priorities.
- Analyzes the fiscal and operational impact of proposed changes in departmental activities, programs, and external affiliations on current and future operations.
- Researches and presents information on services, operations, and teaching and research activities to provide accurate briefings, information, and recommendations. This includes primary division/unit level responsibility for data collection and analysis of program

productivity and faculty workload and productivity, in coordination with university reporting personnel.

- Anticipates significant resource issues and presents information and analyses so personnel have the opportunity to respond proactively to problems and opportunities.
- Advises on administrative, business, human resources, facility, computer support, and health and safety issues.
- Provides guidance to oversee the development, implementation, and modification of the Division budgets and financial processes to ensure they meet the administrative and programmatic needs of the division and are consistent with campus and University principles, policies, and procedures.
- Identifies and pursues opportunities for the division to improve efficiencies and increase revenue opportunities.

### **Financial Management**

In concert with division leadership, the UBO manages the fiscal operations including the development and oversight of internal financial management processes and systems, forecasting, reporting, and fund administration. Specifically, the UBO will:

- Facilitate and monitor short and long-range expense planning.
- Monitor and oversee expenditures.
- Allocate funds and advise on unplanned obligations.
- Oversee internal grant and contract management practices to assure compliance with agency guidelines and University policies.
- Monitor and process employment documents and personnel actions through the payroll and personnel systems.
- Establish and/or oversee department business office processes, including accounting, grant and contract administration, payroll, personnel, purchasing, and equipment management.
- Be responsible for maintaining accurate data resources, including current and historical financial and budgetary data, discretionary funds, and staffing lists.
- Ensure financial and budgetary control by monitoring and ensuring the reconciliation of ledgers and other decision support reports.
- Prepare information as required for internal and external audits.
- Serve as liaison between the Division of Health Sciences and the Office of Finance and Administration, as well as all other business related entities on campus.
- Approve all purchase requisitions and travel authorizations.
- In concert with the Controller's Office, oversee the annual fiscal closing processes.

### **Human Resources and Personnel Administration**

In concert with the division leadership and in coordination with the Office of Human Resources, the UBO facilitates the effective management of human resources in support of the employment and human resources environment. Specifically, the UBO will:

- Facilitate the recruitment, advertising, search, hiring, and relocation of faculty and staff within the division and ensures compliance with University policies and procedures and state and federal affirmative action and hiring laws and regulations within the employment process.
- Monitor and oversee personnel practices within the division and ensures compliance with federal, state, and University regulations, policies, and procedures.
- In consultation with the division management team, develop short and long-range plans for organization, supervision, and direction of faculty and staff.
- In concert with the division leadership is responsible for the reorganization or variation of staff duties and responsibilities to improve work distribution and productivity and provide opportunities for staff development.
- Recommend specialized administrative and policy/procedure-related training programs for faculty and staff, aimed at ensuring compliance with university and State policies and procedures.
- Actively support a strong division commitment to business ethics and workplace diversity.
- Assist the division leadership in the evaluation and determination of salary and resource commitments to faculty and staff and assesses the financial and programmatic impact of new hires.
- Provide planning for recruitment efforts and assists with advancement and retention issues.
- Monitor appointments for temporary, student, and non-student positions and ensures compliance with University policies and procedures.
- As part of the leadership team, the UBO reviews the technological and computing infrastructure needs of the department and makes recommendations accordingly.
- Monitor and ensure compliance with appropriate emergency and health and safety practices and policies.

**QUALIFICATIONS:**

- Bachelor's degree in accounting or finance or related; Master's degree preferred.
- Experience with ERP systems; Banner ERP system preferred.
- Excellent oral and written communication skills.
- Previous experience writing and implementing marketing/business/management strategic plans; preferably in an institution of higher education and/or health care setting.
- Planning and implementing budgets; including budget analysis and proposal preparation.
- Working in hands-on environment utilizing high-level computer skills with Microsoft Office Suite.
- Previous experience managing personnel, staff development and evaluating performance.
- Prior business operations experience in a health care or related setting preferred.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until the position is filled.

Please submit resume and cover letter upon application. Click the following to apply. [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5175423&portallID=5652>

### For nominations or further information:

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*Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



## POCATELLO AND SOUTHEAST, IDAHO

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Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

*Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)*

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

*For additional information on Pocatello and Southeast Idaho, please visit:*

City of Pocatello Idaho, <http://www.pocatello.us/>  
Idaho State Journal (local news), <http://www.idahostatejournal.com/>  
Visit Pocatello.com, <http://www.visitpocatello.com/>  
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>  
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>  
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>  
Bannock County, <http://www.co.bannock.id.us/index.htm>

