

JOB POSTING - BUSINESS MANAGER

The University Press of Mississippi (UPM) invites applications for the full-time on-site position of Business Manager. The Business Manager oversees and coordinates all financial aspects of UPM's \$3M scholarly publishing business, including oversight of department personnel. Reporting to the Press director, the Business Manager is part of the management team, providing information and guidance to the director, senior management, and all employees in matters relating to finances, human resources, and operations.

A bachelor's degree is the minimum level of education necessary for this position. Preferred qualifications include a degree in accounting, business, or a related discipline with at least four to eight years of overall professional experience and four-plus years of broad financial and operations management; or any equivalent combination of education, training, and experience.

Specific duties include but are not limited to:

- Complete month-end and year-end closing processes with the assistance of the Business Associate, including bank reconciliations, general ledger maintenance, depreciation schedules, and financial statement preparation.
- Actively participate in monthly department head meetings and prepare and present monthly financial reports with actual to budgeted results.
- Develop the annual budget in collaboration with the director and department heads.
- Conduct financial analyses of operating results and the Press publishing lists and programs.
- Prepare annual statements of cash position and balance sheets to present to the UPM Board of Directors and actively participate in fall and spring Board meetings.
- Serve as the Press's HR officer including onboarding new staff members and maintenance of personnel files.
- Process monthly payroll and monitor monthly, quarterly, and annual tax reports and payments.
- Monitor and review cash balance inflows and outflows including cash deposits, wires, and other bank transactions.
- Supervise accounts payable, quarterly sales commissions, and royalty processing.
- Prepare and file annual 990.
- Prepare work papers and schedules for internal and external auditors, as needed.
- With the director, track grants, book subsidies, and maintain asset schedules.
- Supervise Orders, Customer Service, and Accounts Receivable Manager; Rights and Contracts Manager; Business Associate; and part-time Administrative Assistant and Business Assistant.

This is a full-time, on-site position, though up to 40% of the schedule may be worked remotely with the supervisor's approval. In addition to the salary, this position comes with benefits through the State of Mississippi, including health insurance, wellness benefits, paid sick and personal leave, paid vacation days, tuition reimbursement, and retirement program.

Please submit a cover letter, resume, and the names and contact information for three professional references to UPMJobs@mississippi.edu with **Business Manager** in the subject line. See more information about this and other positions at <https://www.upress.state.ms.us/Careers>.

UPM is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

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