

		ISSUED: <u>6/93</u> <u>8/91 & 3/88</u>
TITLE: <u>Business Manager, University Press</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE105</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>13</u>	EEO CODE: <u>10</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

POSITION PURPOSE

Manage the financial, personnel and business operations of the Wayne State University Press. Develop and implement new business models and practices to support e- publishing strategies and other new sources of revenue generated from books, journals, and content sales. Works closely with other members of WSU Press staff and with WSU administrative departments as well as external parties (vendors, clients, authors, state and federal officials, grant-making agencies, general public) to ensure the smooth and efficient functioning of this academic publishing operation.

ESSENTIAL JOB FUNCTIONS

- Manage fiscal activities. Develop and monitor Press budget. Prepare university budget packet for each fiscal year, including payroll and other expenditures. Confer regularly with Press director and managers on status of budget and monthly cash flow and make adjustments as necessary. Serve as liaison with WSU Budget Office.
- Prepare sales and budget projections and plans; conduct financial and cost analyses and prepare related reports; review billings; monitor revenues and expenditures to avoid deficits and optimize use of available funds. Manages month- and year-end closing entries, balance sheet reconciliations, and calculation of cost of goods sold. Possess signatory authority on related paperwork. Conduct needs assessment to analyze effectiveness of overall operational activities and services and makes strategic and operational recommendations to the Press Director and Press management team. Provide leadership and training to responsible area in financial and budgetary matters. Analyze contract compliance and recommend related administrative procedures to ensure compliance with University policy as well as contractual agreements.
- Oversee book, journal, and content ordering and warehousing as well as efficient processing of account receivables and payables (e.g. credit and collections). Develop efficient practices and processes for these activities to ensure compliance with vendor systems and with University policies and procedures. Work closely with other departments to assess the University Press's position relative to inventory quantities and metrics. Recommend print-run and reorder quantities.
- Manage, authorize, and oversee personnel and payroll processes and transactions, including Electronic Personnel Action forms. Serve as primary liaison with Provost's Office and Human Resources staff on employment, classification/benefits, training and salary administration matters. Coordinate resources, establish work schedules and propose changes to improve efficiency in administrative procedures and achievement of goals and objectives. Provide guidance to unit related to labor agreements and Administrative Policies and Procedures. Proactively address employee relations issues with HR, Academic Personnel, Labor Relations, and unit leaders.

- Oversee, monitor and process purchase requisitions and other payment requests for all departments in the University Press (e.g. personal service contracts, designers, advertisements, exhibits, honoraria, computers and other equipment, freight). Process all travel and reimbursement requests. Verify and approve all invoices and all other payments, including royalties and commissions. Maintain ledger and all relevant documents. Serve as liaison with WSU Purchasing and Disbursements departments.
- Administer royalty payments on an annual basis. Respond to inquiries from authors about royalty terms and payments. Maintain in-house database with contract terms, subsidiary income, and address updates. Process W-9 forms for University. Verify records in all systems for correct/matching information.
- Oversee permissions activities including setting fees and processing fees. Serve as liaison with Copyright Clearance Office.
- Oversee gift management fund to ensure expenses meet gift fund requirements. Generate gift fund reports to determine balances and work with managers to plan and manage fund expenses. Assist in compiling data needed for the preparation of grant proposals and preparing reports requested by grant-making organizations.
- Oversee computer and database systems. Monitor and respond to information technology and equipment needs at the Press. Serve as liaison with WSU C&IT department.
- Represent the administrative head to other University personnel, vendors, external clients and outside professional organizations and groups. Participate on various committees and task forces; serve as resource providing general information and problem resolution for operational activities. Represent assigned unit at professional conferences and keep abreast of current trends and developments.
- Perform related work as assigned.

ADDITIONAL COMMENTS

- The Wayne State University Press publishes 35-40 new books and six journals each year, and has an active backlist of more than 850 titles. Position oversees the Business Department, Order Fulfillment Department and Warehouse, and the IT staff and makes recommendations relating to cross-departmental processes and procedures. This position reports to the Director of the Press and is a key component of the Press's management team.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with coursework in business administration or accounting.
- At least five years of relevant experience.
- Strong problem solving, analytic and organizational skills.
- Ability to communicate effectively with others.
- Excellent oral and written communication skills.
- Knowledge of PC and computer-based applications.

