



Business & Finance Administrator

Full Time / Salary / Exempt

WORK SCHEDULE

Full-time, predominantly Monday through Friday, 8 am to 5 pm

WORK SITE

Onsite Bethany Campus, The Sawyer Center

REPORTS TO

Director of Intercollegiate Athletics

DEPARTMENT

Athletics

EFFECTIVE DATE

May 2022

JOB SUMMARY

The Business & Finance Administrator will assist the Director of Intercollegiate Athletics, coaches & Athletic Department staff in all office functions pertaining to the daily, weekly, and monthly operations of the SNU Athletic Department. Additionally, this position will process ongoing financial obligations such as bill payments, payroll, and money deposits. The administrative workload of fielding multiple NCAA Division II teams, as well as the processing of the financial obligations accompanying the teams & Athletic Department will necessitate this be the primary role for this position.

Reporting directly to the Director of Intercollegiate Athletics, the Business & Finance Administrator's primary responsibilities will include, but not limited to, processing payroll stipends, processing purchase orders, submitting facility work orders, organizing key orders & inventory, maintaining main office area which includes answering phones & ordering supplies, maintaining & updating Athletic Department cell phone contracts, and maintaining an up-to-date Athletic Department roster. The primary financial responsibilities will include, but not limited to, processing deposits/donations to the University Cashier, processing department requisitions, processing travel authorizations, reconciling Department credit cards to incoming expense reports & paying corresponding credit card bills, various billings & money transfers, preparing



cash for game day gates, balancing tickets to cash received from games and any booster club billing.

This position will also be expected to automate any manual processes in the office setting and streamlining coach's administrative responsibilities along with those of department staff to gain efficiencies wherever possible. As the person who will be in the office on a more traditional 8 am – 5 pm, M-F schedule, there will be opportunities to act as a liaison to the Director of Intercollegiate Athletics as "drop by" opportunities from coaches, student athletes, parents, boosters and SNU employees will occur frequently.

RESPONSIBILITIES

Essential Functions:

- Serve on the Department Admin Leadership Team
- Process Purchase Orders
- Process Department Time Sheets
- Process Athletic Facilities Work Orders
- Over see and update Athletic Department calendars
- Coordinate travel booking (hotel, rental cars, etc.) for limited staff
- Manage payments for Athletic Department Cell Phones
- Coordinate communications for "*Storm Chaser*" booster club
- Office Organization
 - Answer office phones
 - Order office supplies
 - Maintain main office area & work room
 - Maintain Athletic Department Roster
- Financial
 - Process donations & donations transfers to Cashier
 - Process requisitions
 - Pay & reconcile VISA bills
 - Process travel authorizations & return travel reports
 - Process all Department transfers
 - Prepare Game Day gate monies corresponding deposits from gate receipt
 - Balance Game Day tickets sold to Game Day monies & prepare deposits
 - Process Bethany High School Billing
 - Process all "*Storm Chaser*" booster club billing & season passes
 - Process all Camp fees & prepare deposits
 - Process Game Day Staff payroll



- Process Security payroll
- Process Camp payroll
- Automation
 - Automate all manual processes where efficiencies can be gained
 - Maintain multiple email groups for efficient Department communications

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion, and equity.
- They need to possess strong character traits and ministry values that express what God can do through them in impacting the coaches, student-athletes, SNU employees and outside persons with whom they interact.
- Needs to passionately support and articulate the University Mission.
- Must have at least an earned bachelor's degree in an applicable field.
- A heartfelt commitment to excellence in academics and athletics.
- Demonstrate strong interpersonal skills and the ability to communicate effectively with both internal and external constituencies.
- Highly organized and skilled in problem-solving and conflict resolution.

Supervision Received:

Reports to the Director of Intercollegiate Athletics

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees and/or interns.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.



Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu



Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.
Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and



activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).