

Posting Details

Reference Number 07-30520
Posted Job Title BUSINESS MANAGER B
School Name Wharton School
Org Wharton San Francisco
Posted to the Web 11/30/2018
Posted Job/Salary Grade 027
Employment Type Exempt
Hours N/A
Position Type Full Time
Position Schedule 8-5
Months 12
Position Length Ongoing
Position End Date

University Overview

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn's distinctive interdisciplinary approach to scholarship and learning.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

School/Center Overview**The World's First Business School****JOSEPH WHARTON, FOUNDER**

In 1881, American entrepreneur and industrialist Joseph Wharton established the world's first collegiate school of business at the University of Pennsylvania.

Wharton's pioneering vision was to produce graduates who would become 'pillars of the state, whether in private or in public life.' The Wharton School maintains a long tradition of educating visionary business leaders in academia, business, government, and not-for-profit organizations.

Today, Wharton has expanded the scope of this vision to become the most comprehensive source of business knowledge in the world – with over 225 faculty members, 95,000 alumni, 5,000 students across 10 academic departments, 20 research centers, and more than 9,000 executive education participants annually. <https://www.wharton.upenn.edu/>

Duties

Reports to the Executive Director of Wharton San Francisco. Responsible for managing \$3.3M budget of Wharton San Francisco and co-managing associated campus activities with Senior Associate Director and Executive Director, including facility projects, vendor relations, and inter-departmental and school initiatives. Manages the front desk team (3 FT direct reports). Sole responsibility for managing operational, financial, and administrative functions of the budget. The business administrator will oversee human resources processes for all staff, including WEMBA, WSF, WCIT, MBAPO, Entrepreneurship, MarComm, and Exec Ed. The BA will have a dotted line report into Wharton Human Resources and work closely with them to ensure appropriate HR practices are being followed. Designs and implements processes to ensure efficient management of all projects and administrative observations in support of department and school-wide goals. Trains and oversees staff with financial roles to ensure effective and efficient management of all financial operations. Direct involvement in planning and execution of key strategic initiatives to improve operational and financial stability. Implements forward thinking solutions and best practices related to relationship, personnel, project, and financial management. Responsible for all parts of on-boarding of new employees and payroll for all employees in the department. Manages processes and materials related to the unique and non-standard business operations and taxes in San Francisco, such as business license renewal, tracking of business assets for SF tax department purposes, public assembly license, insurance certification for landlord, real estate tax exemption processing, and multiple/ongoing interactions with the SF Tax Assessors office.

Position is located in San Francisco, CA – relocation reimbursement not available. Position requires occasional evening and weekend work.

Qualifications

A Bachelor's Degree and 3 to 5 years of experience or equivalent combination of education and experience is required. Proficiency using Microsoft Outlook, Excel, Word, and Powerpoint required. Experience using Google Sheets desired. An ability to learn financial and accounting systems. A complete understanding of and experience working with finance and accounting practices. An understanding of California and San Francisco employment law. Experience in human resources highly desirable. Demonstrated ability to work collaboratively with colleagues, including those located in Philadelphia. Outstanding verbal and written communication skills. Flexibility and prioritizing skills required.

Affirmative Action Statement

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Special Requirements Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

Quick Link <http://jobs.hr.upenn.edu/postings/41898>