

Business Manager Joanne	Editorial Assistant III Lynne	Administrative Assistant III TBA	Administrative Assistant III Abby	Administrative Assistant I Steven
<p>Grants management</p> <ul style="list-style-type: none"> - Grant proposal development for CBC - Pre-award budgeting - Post-award monitoring and reporting - Progress reports & 1275s - COEUS proposal approval - Year end close - Budget justifications - Subcontracts - Other support discrepancies - Review and approve biosketches <p>Purchasing/Accounting</p> <ul style="list-style-type: none"> - Review P-card transactions - Authorize expenditures - Manage research reward funds <p>Fiscal management</p> <ul style="list-style-type: none"> - CBC annual budget - Professorship annual budget - Misc. Cancer Center budgets - Approve/review GL reconciliation - Review and manage effort - Monthly financial and budget reports - Business Objects reports <p>Payroll</p> <ul style="list-style-type: none"> - Review and approve PACs, PAFs and RDCs - Review and authorize JEs - Review and approve core invoicing - Salary equity review & recommendations - Timesheets - Audit personnel files <p>Division management</p> <ul style="list-style-type: none"> - Administrative interviewing/recruiting - Administrative and Division training - Performance evaluations - administrative personnel - Manage employee relations issues - Policies/procedures/goals CBC/division - ELEVATE implementation - Reward and recognition committee <p>Miscellaneous</p> <ul style="list-style-type: none"> - Weekly manager's meeting - Lead weekly admin meeting/training <p>Duties as assigned</p> <ul style="list-style-type: none"> - 10% workload "drop-by" work <p><i>Direct supervision of editorial assistant and three administrative assistants</i></p>	<p>Scheduling</p> <ul style="list-style-type: none"> - Yu Shyr calendar - Conference room reservations <p>Faculty support</p> <ul style="list-style-type: none"> - Edit grants, papers, and reviews - Write and edit correspondence - Maintain Shyr & faculty CVs - Coordinate Shyr travel and manage related documentation - Review Shyr email and follow up as needed <p>Teaching support</p> <ul style="list-style-type: none"> - Edit course files - Develop course syllabi - Design figures and tables - Prepare course slides <p>Meeting coordination</p> <ul style="list-style-type: none"> - Monthly CBC meeting - Monthly CBC seminar - HDDC weekly meeting - Massion biweekly meeting - Lung SPORE proteomics meeting <p>Support business manager</p> <ul style="list-style-type: none"> - Assist with grants management - Perform database entry in TORA - Update faculty biosketches and other support documentation <p>Miscellaneous</p> <ul style="list-style-type: none"> - Compile protocols for SRC meeting <p>Duties as assigned</p> <ul style="list-style-type: none"> - 20% of workload "drop-by work" 	<p>Accounting and budget analysis</p> <ul style="list-style-type: none"> - Analyze and monitor unrestricted and restricted centers - Reconcile general ledgers (E-Dog) - Reconcile P card transactions - Prepare journal entries for edits to monthly reports - Prepare labor distribution report (Waldo) - Track spending practices - Review effort reporting and distribution - Research and resolve discrepancies related to labor, effort, invoices, and GL expenses through campus-wide business partners in various departments - Prepare and track consulting backup documentation for recharge centers - Studio reconciliation - Reconcile turnarounds and maintain information in BA3 - Monitor v-net charges - Monitor cell phone charges - Track professional development spending <p>Support business manager</p> <ul style="list-style-type: none"> - Follow up on finance-related email messages and correspondence - Research financial discrepancies - Prepare financial reports for business manager to review - Space inventory reports - Prepare and track check request forms - Core invoicing <p>Miscellaneous (as needed/assigned)</p> <ul style="list-style-type: none"> - Process requests for office staff and faculty - Assist in preparing various departmental forms (1180s, SPOs, capital requisitions, travel requisitions) <p>Duties as assigned</p> <ul style="list-style-type: none"> - 20% of workload "drop-by work" 	<p>Personnel (new hire)</p> <ul style="list-style-type: none"> - Prepare job postings/advertising - Prepare PDQs and PMFs - Identify possible job candidates - Schedule preliminary telephone interviews and follow-up onsite interviews - Liaise with HR regarding salary recommendations, background checks, etc. - Issue offer letters to prospective new hires and rejection letters to unsuccessful job candidates - Ensure new hires receive necessary items and training (e.g., first-day information, keys, ID badge, new employee orientation, etc.) - Manage visa paperwork - International tax issues <p>Personnel (other)</p> <ul style="list-style-type: none"> - Liaise with VU HR department and VICC HR administrator - Liaise with International Student and Scholar Services - Research HR questions for division members - Make required changes in ePAC (EDCs and RDCs) - Enter ePAC changes in BA3 - Maintain employee files - FMLA and other personnel leave - Coordinate visiting scholars and speakers - Exempt time reports <p>Support business manager</p> <ul style="list-style-type: none"> - Create recruiting tool specifically for biostatisticians - Participate in employee relations meetings - Assist in writing training manuals - Conduct various research assignments - Assist in training administrative staff <p>Financial</p> <ul style="list-style-type: none"> - Prepare journal entries - Assist with ledger reconciliation <p>Duties as assigned</p> <ul style="list-style-type: none"> - 20% of workload "drop-by work" 	<p>General</p> <ul style="list-style-type: none"> - Answer phones - Deliver interdepartmental correspondence - Put supplies away - Maintain order and cleanliness - Book travel and manage related documentation for division members (except Shyr) - Locate/reserve rooms - Announcements - Provide administrative support to AAIIs - Check distribution <p>Database</p> <ul style="list-style-type: none"> - Various data entry <p>Purchasing/Accounting</p> <ul style="list-style-type: none"> - POs and requisitions - 1180s - eProcurement - Cancer Center P-card orders - Work orders - Vendor coordination - Catering - Meeting/seminar coordination <p>Support business manager</p> <ul style="list-style-type: none"> - Reports - Research assignments - Projects <p>Duties as assigned</p> <ul style="list-style-type: none"> - 40% of workload "drop-by work"