



Manager, ABOR Programs and Finance

The Manager, ABOR Programs and Finance oversees various Arizona Board of Regents (ABOR) programs including grants and student financial aid programs requiring initiative and independent judgment. This position reports to the Director, Executive Operations.

This is a full-time position with health and dental benefits. This position will be eligible for retirement program. Tuition reduction benefits to Arizona public universities are available to the employee and their dependents. This position will work in person at the board office Monday thru Friday. After probationary period, a flexible work from home schedule may be made available.

The Manager, ABOR Program and Finance oversees ABOR programs, including budget allocations and reporting requirements; maintains all applicable project records and files; decides proper handling of financial transactions. Independently responds to or initiates correspondence regarding matters pertaining to ABOR programs; contacts various board and university personnel to resolve discrepancies and problems; researches, evaluates and resolves problems within scope of position. Develops and maintains databases and/or spreadsheets and compiles numerical and statistical information for report purposes and simple financial statements. Provides assistance and training to other workers. Handles sensitive and confidential information. Reviews legislation for potential impacts to ABOR programs, Serves as Liaison between ABOR and institutions, organizations, and individuals receiving programs funds. Prepares information and presents at meetings.

Minimum qualifications include Bachelor's degree in business, finance, management or related field and two years of university financial aid experience; OR six years of increasing program management experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

The successful candidate will demonstrate knowledge of practices, policies, procedures and regulatory requirements associated with the management of various scholarship programs. Knowledge of budget management methods and techniques. Skill in planning, analyzing and coordinating activities and establishing priorities. Skill in dealing with a wide range of topics including confidential and sensitive information. Skill in problem solving and decision making. Ability to understand the complexities and needs in the management of financial aid programs. Ability to work in a fast-paced environment with frequently changing

priorities. Skill in Microsoft Office (Outlook, Word, PowerPoint, SharePoint and Access).

Salary range is \$55,000 – \$70,000, depending on experience and qualifications.

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin on October 20, 2022 and will remain open until filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.