

HR Manager, Business Operations

Position Summary

The Manager, HR Business Operations position is a vital role designed to provide best in class HR programs and policies to support the University of Virginia. This Manger-Level position is responsible for leading and overseeing all HR strategic initiatives and prioritizing initiatives. The incumbent will support HR financial planning and budget management, as well as oversee HR compliance programs and initiatives including the promotion of consistent policy interpretation and application. The incumbent will report to the AVP, HR IMPACT and Decision Support and manage a team of Business Operations professionals.

Responsibilities and Duties

- Oversee the annual HR budget planning process and present options analysis in the event of budget constraints, using financial models to support key decisions
- Partner with HR colleagues to develop business case and relevant financial support for key HR initiatives, and liaise with Facilities Management to coordinate necessary repairs or improvements
- Oversee financial dashboards and other financial reporting mechanisms to track HR financial activity across divisions, business units, cost center and planned vs. actuals, and use projection tools to ensure planned activities do not exceed budget
- Articulate expectations internally and with third-parties regarding budget expectations and regularly monitor delivery vs. projected actuals, reconcile all HR departmental accounts, and monitor expenditures
- Prepare detailed annual budget of salaries and OTPS expenditures, and provide monthly statements of expenses and reserves
- Assign funding sources for all transactions in accordance with UVA, State of Virginia, and Federal guidelines
- Review all accounts on a regular basis, resolve deficit problems as needed, identify ways to spend HR funds more efficiently, and prepare departmental budget projections
- In a timely fashion, ensure that funds are properly accounted for, documented, and expended accordingly to University accounting procedures
- Ensure all training related to annual Accounting P-card usage are taken and documented to ensure compliance
- Support financial reporting related efforts regarding University financial reporting and disclosure, HR Financial Transactions, HR reconciliation of state reporting requests, and CAS reporting

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Research, analyze, balance and/or reconcile financial data
- Understand and apply University policies and procedures
- Use strong interpersonal skills and communicate effectively, both orally and in writing
- Demonstrate strong knowledge in financial reconciliation and sources of funds.
- Demonstrate attention to detail
- Prepare financial reports, and/or update financial statements and/or projections
- Manage costs associated with third party vendors
- Construct and make recommendations of cost/benefits analysis
- Work in HR systems, financial planning, and business analysis/statistics technology
- Establish credibility and influence key stakeholders at all organizational levels
- Create timely, practical, and tangible solutions with limited information, and make decisions during times of uncertainty
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress while working under pressure to meet deadlines
- Encourage idea generation across teams and develop people
- Manage confidential data

Minimum and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience:

- Legal and/or audit background
- Financial reporting and budgeting, including conditional modelling and determining return on investment
- Interpreting and operationalizing compliance with relevant statutory legislation and regulations
- Overseeing project management, including knowledge of project management concepts and methodologies
- Presenting complex finance and budgeting information to non-financial staff
- Working in a team environment that requires quick turnaround and quality output

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, Certified Internal Auditor (CIA), certified compliance professional designation or an equivalent professional qualification

Required Computer Applications: MS Office skills (Outlook, Word, Excel, and PowerPoint)

Preferred Computer Applications:

- Advanced Excel skills
- MS Project
- Policy authoring and/or tracking software