

Business Manager

College of the Ozarks invites applications for an experienced business professional to join our team as the Business Manager. The Business Manager, reporting to the Chief Financial Officer, oversees several business and administrative functions, including purchasing, warehouse operations, the campus bookstore, and insurance management. This role requires strong administrative, organizational, and leadership skills, as well as the ability to manage diverse operational tasks efficiently.

Key responsibilities include supporting day-to-day business operations, strategic planning, analyzing financial data, coordinating with various departments, and ensuring compliance with institutional policies. The Business Manager also prepares operational reports, supports annual audits, and handles administrative tasks and projects as needed.

Qualifications:

- MBA or equivalent advanced degree (required)
- 5+ years of business management experience
- Strong leadership, organizational, and analytical skills
- Excellent verbal and written communication abilities
- Proficiency in MS Excel and adaptability to new software
- High attention to detail and the ability to manage multiple tasks effectively

College of the Ozarks is a small (1,400 students), liberal arts, work-study college with a commitment to evangelical Christian faith and service located in southwest Missouri near Branson (www.cofo.edu). Submit application, cover letter, and resume to: Vicki Wrosch, Human Resources, PO Box 17, Point Lookout, MO 65726, or email hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.