

Business Officer
University of California, Ag & Natural Resources
Intermountain Research & Extension Center (IREC)
Tulelake, CA

Requisition No: 20160354, Closing Date: 7-20-16

The Business Officer position works in collaboration with IREC administration to manage finances, budget, human resources, and business operations.

Duties and responsibilities include:

- Conducting organizational and budgetary analyses
- Participating in and overseeing long and short term budget planning
- Resource allocation and technology acquisition
- Ensuring that UC and departmental policies are followed including policies with respect to safety and liability
- Overseeing conference room scheduling, lease agreements, research funds, and crop sales
- Managing Siskiyou County budget and purchasing for the Tulelake Farm Advisor Office

**For more information about the job duties and requirements, and to
submit an application on-line, please visit:**

<https://jobs.ucop.edu/applicants/Central?quickFind=59618>

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. If you have questions, please email the [Human Resources Department](#).