

**DESCRIPTION:** Under limited supervision, conducts and supervises the business affairs of an organization; coordinates the business functions of various work units of an organization; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the second level in a series of three (Business Manager I, II and III). The Business Manager series is focused on the business functions/activities of the agency, such as, fiscal management (which includes budgeting, accounting, purchasing and less frequently, contract administration), material/physical management (which includes fixed assets and inventory, and frequently, space management, control processes where diverse forms of material/assets could exist, e.g., expendable v. durable, office v. storage), informational management (which includes basic administrative and program-specific record keeping operations and access control procedures, non-technical oversight of the deployment and maintenance of automated systems and data/voice communication networks including websites or databases), and personnel management (primarily related to basic payroll and benefits transactions and procedures to ensure fiscal control). These functions/activities normally would encompass the resources, operations and needs of an organization, whether an entire agency, a free-standing facility or an entity equivalent in scope. The number and size of business functions covered will impact which level the position is assigned to.

The II level generally has responsibility for at least three of the four functions, with personnel management being the least likely responsibility and fiscal management having a significant role. This class is usually found in medium-sized agencies or at a large 24-hour facility. Most positions at this level will have supervisory responsibility over support staff in each assigned work unit; some may supervise one or two professional level staff. Positions located at large 24-hour facilities which are part of an even larger agency, will typically have facility budgets closely monitored by a central financial services office and significant budget and procurement decisions will be made by the facility CEO. It is distinguished from the other levels by the number, scope and size of business functions responsible for.

The Business Manager series is distinguished from the Office Services Manager series by scope and focus in the fiscal management area. The Business Manager scope, depending on the level and location, can be either facility or agency-wide and cover one, three or all business functions/activities of the facility/agency. The Office Services Manager series scope is agency-wide and focus is limited to office services (such as mail, shipping, receiving, non-technical communications, etc.).

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes and maintains proper systems of accounting and cost records (payables and receivables). Reconciles accounts/statements; prepare IBTs, monthly/quarterly reports, journal voucher entries; reviews/analyzes general ledger; financial analysis; initiates corrective actions; collection of past due accounts; financial assistance for veteran's home members (applications for VA/SS benefits, bill pay, bank account reconciliation, income tax preparation, etc.); and reviews and checks accuracy of records and compliance of transactions with established policies/procedures.

Prepares or assists in preparation of the organization's budget; monitor status; approve expenditures; prepares monthly, quarterly and annual reports; compiles data for legislature and other government entities.

Purchases supplies, equipment and services; prepares bid specs/RFPs; obtains quotes, evaluates/scores bids, monitors contracts for compliance, resolves discrepancies/administrative problems with managers, other state agencies, contract bidders and vendors; initiates and answers correspondence pertinent to purchases, vendors and sales contacts.

Supervises assigned staff (includes hiring, firing, evaluating performance, disciplining, training, etc.)

Supervises and plans the activities of assigned work units in the organization, i.e., building repair, canteen operation, housekeeping activities.

Controls personnel actions and coordinates routine administrative procedures; process payroll/benefits.

Maintains fixed assets inventory; determines when items need to be replaced; determines/processes surplus equipment, material and/or property.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: business practices/methods/systems; general accounting systems; state accounting policies/procedures; state purchasing processes/policies/procedures; inventory methods; personnel practices/policies/procedures; agency rules/regulations/policies/procedures.

Ability to: communicate effectively; establish positive working relationships with all contacts; supervise/direct others; identify and resolve problems; read, understand, interpret and apply rules/regulations, policies/procedures, etc.; prepare various budget/financial/administrative reports using computer software applications (such as Word, Excel, Power Point, Enterprise 1, etc.).

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in business administration, accounting, finance or related field **and** three years business related experience of which one year has been in a responsible supervisory capacity. Related work experience may substitute for the Bachelor's degree requirement on a year-for-year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine overtime eligibility as required by the Fair Labor Standards Act (FLSA).