

CORRECTIONS BUSINESS MANAGER**Nature of Work**

Under administrative direction, performs administrative and professional accounting work in directing the financial, accounting, purchasing, payroll, employee benefits, inmate trustee accounting, fixed asset, and GAAP reporting activities. Responsibility includes management of all fiscal related responsibilities and other business related activities for the assigned institution. Supervision is exercised over a staff of professional accounting and clerical employees. This individual is involved in the hiring, training and employee performance reviews of all individuals in unit. All activities and processes must be in accordance with established policies and procedures as well as rules and regulations of the Agency, State Auditor's Office, State Department of Administration, IRS, Legislative Auditor's Office and any other entity as applicable. The position has wide latitude for the exercise of independent judgment. Performs related work as required.

Examples of Work

- Plans, organizes, directs and supervises the financial, accounting, purchasing payroll, employee benefits, inmate trustee accounting, and fixed asset reporting of the facility.
- Coordinates budget requests and oversees adherence to budgetary limits for compliance with established procedures and proper reporting functions.
- Monitors and prepares payroll, equipment rental, inventory transactions, expense accounts, journal vouchers, authorizations, maintenance expenditure reports, budget forecasting, benefit reporting, monthly reconciliation of inmate banking account, discharge and travel accounts, commissary accounting function and prepares contracts and other major purchasing requests for bid.
- Reviews and approves financial records, documents and reports; prepares and maintains reports and records.
- Schedules, reviews and approves the work of subordinates; trains subordinate staff.
- Maintains and monitors inventories of furniture, office and computer equipment and supplies.
- Confers with vendors, utility companies, state agencies and local governments to resolve billing, service and payment problems, purchase equipment, establish new services and administer contracts.

CORRECTIONS BUSINESS MANAGER (CONT'D)

Knowledge, Skills and Abilities

- Knowledge of the federal and state regulations, laws, and statutes relating to corrections.
- Knowledge of the rules, regulations, policies, and procedures of the Division of Corrections.
- Knowledge of the principles and methods of office management, accounting procedures, purchasing, storekeeping and personnel management.
- Knowledge of budgeting principles and practices.
- Knowledge of management problems encountered in the direction of a business office.
- Ability to plan, organize and direct the work of a business office.
- Ability to prepare, implement and monitor budgets.
- Ability to prepare payroll, personnel, financial, purchasing and accounting reports and records.
- Ability to analyze financial and statistical data and determine its significance.
- Ability to formulate and initiate plans and procedures and direct their implementation.

Minimum Qualifications

- Training: Bachelor's degree from an accredited college or university in business or public administration, finance, economics, accounting or mathematics including at least six hours in accounting.
- Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.
- Experience: Four years of full-time or equivalent part-time paid experience in accounting, auditing, financial management or advanced level banking, including two years in an administrative or supervisory capacity.

Established: 8/19/04
Effective: 10/1/04