

**BUSINESS MANAGER****Nature of Work**

Under general supervision, performs full-performance professional work planning, organizing, and directing the operation of a business office in a large state facility. Responsible for budget, fiscal, staffing, purchasing, inventory, and other business activities. Has latitude to vary methods and procedures within parameters, to achieve desired results. Typically supervises clerical staff. Performs related work as required.

**Examples of Work**

- Plans, organizes, schedules and directs office employees and fiscal, personnel, accounting, payroll and purchasing operations.
- Coordinates the business management activities of the institution with other institutional programs.
- Prepares or directs preparation of, implements and monitors budget and supporting fiscal statements.
- Coordinates the planning, development and implementation of federal funding programs.
- Directs the computation of institutional operating costs.
- Coordinates the processing and maintenance of accounting and office records.
- Prepares project proposals and coordinates committees and study groups in the analysis of programs.
- Monitors and prepares payrolls, personnel records and transactions, and maintains inventory; requisitions supplies and equipment as necessary.
- Maintains various records, writes necessary reports and correspondence and attends meetings, conferences and seminars.
- Collects, analyzes and reviews financial data.
- Instructs employees in proper work methods and procedures.
- May organize and direct auxiliary functions such as food service, mail, laundry and maintenance.
- May recommend revisions to and adoption of general operating and management policies.

**Knowledge, Skills and Abilities**

- 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.

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**BUSINESS MANAGER (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

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 Graduation from a standard high school or equivalent.

EXPERIENCE Four years of full-time or equivalent part-time paid experience in business administration, accounting, purchasing, or fiscal management.

SUBSTITUTION Graduation from an accredited four-year college or university with at least 12 hours of business courses may be substituted for the experience on a year-for-year basis.

Established: 8/20/92

Effective: 9/15/92