

BUSINESS MANAGER

DEFINITION OF WORK

Employees in this class work independently to perform a variety of difficult administrative, financial, and programmatic support duties for a large County department. An employee in this class performs supervisory and a wide variety of difficult administrative, financial, and programmatic duties requiring a variety of skill sets. Work includes participating in policy development, developing and monitoring the operational budget, and consulting with management on the execution of policies and procedures. Work requires supervision of financial support and other staff as required. Employees independently handle certain activities such as information processing and referral or a special office assignment. Administrative duties are considered at or above advanced journey level and require tact and discretion in handling sensitive or confidential matters in the various program areas. Work requires a broad knowledge of departmental and County-wide operations, as well laws and regulations that impact the operations in order that the role may serve as backup and at a competent level in several roles. Precedent setting situations are referred to higher level supervisors while unusual situations with some precedence are handled by the employee. Guides may include a variety of written manuals and instructions, as well as oral instructions. Sound judgment is required in performing the tasks. Work is performed under the supervision of the Chief Deputy Sheriff and work is evaluated through observation, conferences, and the quality and effectiveness of work completed.

EXAMPLES OF WORK

Employees serve as the manager of an administrative operations unit within a large and complex department and supervise program support staff including hiring, performance coaching, performance evaluations and disciplinary actions; work closely with the Sheriff or Chief Deputy Sheriff in personnel, budget, payroll, accounts payables/receivables, purchasing, administrative, and other support issues; perform professional accounting and financial management duties; provide the Sheriff with an independent view of policies and procedures practiced within the office; prepare the budgets and briefs the County Finance Department, County Manager, and Board of Commissioners as necessary; monitor all budgets to include grants; oversee the payroll function for the Office; write specifications and contracts for services and supplies and equipment; analyze personnel actions for budget impact; analyze position reclassification requests and perform desk audits; conduct management and operations research and evaluation studies; supervise subordinate staff who perform these duties and/or perform the more complex tasks involved; answer most inquiries including customer complaints independently; handle confidential or sensitive information in an appropriate manner; compose letters, memoranda, reports and other materials in support of organizational issues and projects; collect and analyze data; conduct research using a variety of sources; compile records and reports; create tables, spreadsheets or data bases to generate report information; maintain program files; develop and implement administrative office procedures and write procedures manuals; train new employees in office policies and procedures; support a variety of the Departmental tasks and programs; review and verify records and reports for correct information including the work of subordinate staff; process documents based on review and verification; file and retrieve materials based on limited information and perform periodic follow-up activities; independently prepare, or draft for review, complex governmental reports or filings; serve on or chairs committees related to the administrative operations; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a concentration in accounting or business administration and four years of governmental accounting experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of County and office practices and procedures; thorough knowledge of office software and applications to the administrative environment; thorough knowledge of accounting methodologies, accounts payable and receivable and payroll procedures in County government operations; considerable knowledge of modern supervisory principles and practices and of the County's personnel policies and procedures; considerable knowledge of a wide variety of administrative policies, procedures, and laws in support duties and tasks; ability to provide leadership to other support or program staff in the Department; ability to set work priorities, organize duties and tasks and to supervise; ability to gather and give information and instructions on Departmental programs based on inquiries; ability to analyze processes, procedures and policies and formulate recommendations; ability to communicate effectively in person, by telephone and in writing; ability to be tactful and courteous; ability to use judgment in formulating recommendations in precedent setting situations; ability to formulate, monitor, and present budget recommendations; ability to establish and maintain effective working relationships with employees, supervisors, and the general public.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer