

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005498 JOB TITLE Business Operations Manager 2 JOB CODE 63392	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Office Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 am TO: 5:30 pm Report in location and work hours subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	<p>Plans, directs & coordinates administrative & support functions for DAS, General Services Division (i.e., purchasing, fixed assets, inventory control, contract administration, budget preparation & monitoring, accounts payable & fiscal services); formulates & implements policies & procedures (e.g., Petty Cash Fund Procedure, Controlling Board Procedure, Fixed Asset Management System Policy); supervises & coordinates responsibilities of analysts performing financial analysis, financial reporting, payroll accounting, purchasing, & accounts payable; acts as division cash manager ensuring that cash & checks are properly controlled & accounted for; prepares Business Office recommendations for development of annual customer rates for GSD businesses; oversees division's financial reporting to ensure that program managers are provided with budget & fiscal information necessary to manage their programs (i.e., interacts regularly with managers to interpret data & support their needs); oversees preparation of several division-wide financial reports including Statewide Cost Allocation Program (SWCAP) & Generally Accepted Accounting Principles (GAAP); supervises assigned staff (e.g., approves leave & timesheets, prepares performance evaluations; trains new staff, administers discipline); Manages division asset management function: oversees division asset policies & procedures; oversees annual certification of assets & biennial physical inventory; oversees responsibilities of program unit inventory coordinators; ensures division is compliant with all statewide directives; attends meetings; oversees special projects as necessary.</p>	<p>Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development & oversight; (3) fiscal reporting; (4) cost accounting (e.g., payroll & capital budgets); (5) fiscal management; (6) agency costing policies & procedures (e.g., labor & material costing)*; (7) business administration; (8) office management; (9) supervision; (10) work force planning; (11) employee training & development; (12) Federal, state & departmental policies & procedures*. Skill in (13) operation of personal computer & software using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if-then statements, scenarios, complex formulas). Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) develop complex reports; (16) use statistical analysis; (17) communicate effectively, both verbally & in writing.</p>	
	25	<p>Manages division operations & maintenance budget: prepares biennial budget; coordinates program unit requests; sets annual allotments; performs analyses on budgets & cash flows; authorizes budget journal transfers; provides expertise & guidance to program managers & staff on operating budget issues; develops & oversees rate development process for all division rate pools; conducts regular analyses on GSD rate pools.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*, Skill in 13 Ability to 14, 15, 16, 17</p>	
	List Position Numbers & Job Titles of Positions Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/6/14

April 2, 2014

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AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005498

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Office Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type: Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:30 am

TO: 5:30 pm

Report in location and work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Manages purchasing & accounts payable functions of GSD Business Office: provides general oversight of GSD procurement analyst; manages compliance with all purchasing laws, rules, policies & procedures including processes & coding; analyzes actual expenditures as compared to budgeted & projected expenditures; monitors funding levels & transfers allotments to maintain adequate funding in all accounts; provides direction to purchasing & payables staff; oversees business policies & procedures & division-wide reporting; oversees internal control review of divisional purchasing & accounts payable activities & functions; develops, implements, plans, directs & monitors correction of internal control weaknesses.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*, Skill in 13 Ability to 14, 15, 16, 17
15	Plans & manages division capital improvements budget: prepares biennial budget & re-appropriations requests; coordinates program unit requests; provides expertise & guidance to program managers & staff on capital related issues; oversees capital appropriations & expenses; manages & oversees procurement & accounts payable functions for capital projects.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*, Skill in 13 Ability to 14, 15, 16, 17
5	Oversees Controlling Board (CB) functions of division: oversees preparation of requests & serves as division expert on CB matters; works with program units to meet their needs & to comply with policies & procedures; monitors progress of requests & coordinates representation at CB meetings; provides expertise & guidance to program staff on CB issues.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*, Skill in 13 Ability to 14, 15, 16, 17

*developed after employment

JOB TITLE
Business Operations Manager 2

JOB CODE
63392

List Position Numbers & Job Titles of Positions Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/6/14