# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services | Business Operations | Franklin |

POSITION NUMBER 20005502

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
Business Manager

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

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30am TO: 4:30pm Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 80 | Plans, directs & coordinates administrative & support functions for General Services Division's Revenue & Receivable unit & ensures business operation for Property & Facility Management & Real Estate program units are efficient & supportive of agency operations, mission & goals & supervises assigned staff: develops & implements policies & procedures incorporating appropriate levels of internal control; utilizes advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, vlookup, formulae for conditional & referential statements) to maximize accuracy & efficiency in processing accounting transactions; develops agendas & leads meetings to discuss/resolve various issues with program units; researches & responds to billing inquiries & complaints; handles sensitive telephone inquiries & contacts with general public; works as liaison between Business Office & assigned program units in areas of fiscal management & customer service; performs financial analyses & prepares division management reports; analyzes & evaluates revenue programs & policies; provides technical advice to aid superiors in decision making; reviews finished work product of staff; approves deposits & finalizes invoices in OAKS. | Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) business administration; (3) agency policies & procedures relative to fiscal*; (4) business mathematics and algebra; (5) revenue projection; (6) management; (7) supervision principles; (8) employee training & development;<br>Skill in (9) operation of personal computer and related software (e.g., MS Word, Excel, Access); (10) use of advanced Excel spreadsheet functions (e.g., subtotal, filter, group, pivot tables, customize, macros, formulas for test, conditional & referential statements); (11) use of Access database functions (e.g., creating tables, forms, queries and reports).<br>Ability to (12) interpret variety of instructions, often technical in nature, in written, or oral form; (13) use non-verbal symbols in formulas, equations or graphs;<br>(14) gather, collate & classify information about data; (15) define problems, collect data, establish facts & draw valid conclusions; (16) read, comprehend & record figures accurately; (17) copy records accurately; (18) prepare meaningful, concise, accurate, complex reports; (19) use proper research methods in gathering data; (20) check pairs of items that are similar or dissimilar; (21) work alone on most tasks & work with co-workers on group projects.<br><br>*developed after employment |

JOB CODE TITLE
Business Operations Manager 1

JOB CODE
63391

Apd 12·6·13 (ec)

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 12/6/2013

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services | Business Operations | Franklin |

POSITION NUMBER
20005502

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Business Manager | See Table of Organization |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☐ Essential | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22<br>Page 2 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30am TO: 4:30pm Report in location & work hours subject to change

JOB CODE TITLE
Business Operations Manager 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 20 | Assumes responsibility & authority in Accounts Receivable Manager's absence; acts as back-up for Accounts Receivable Manager in reviewing & approving division deposits & billing activity: issues credit invoices & creates adjusted invoices; supervises Accounts Receivable staff; trains new staff. | Knowledge of 1, 2, 3*, 4, 5<br>Skill in 9, 10<br>Ability to 12, 13, 14, 15, 16, 17, 18, 19, 21, 21<br><br>*developed after employment |

JOB CODE
63391

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| See Table of Organization | | 12/6/2013 |

App 12·6·13 (cc)