

Senior Business Manager



General Summary of Classification:

Provides administrative oversight for a defined division of support operations within an assigned department with complex financial activities; oversight includes an array of accounting functions critical to the operations, services and programs of the department; typically assigned to a department with multiple and complex funding sources, various revenue sources, a large or complex CIP budget, or a large and complex operations budget; supervises an assigned staff of professional and paraprofessional staff; ensures the department's compliance with all funding and revenue source mandates and related reporting and audit requirements; ensures the department accurately codes and reports transactions to the appropriate agencies and other third-party entities to maximize funding, reimbursements and revenue to the department; directs the activities and staff of other support functions assigned to the division such as records management, administrative and technology support; serves as a member of the department's senior management team; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Oversees the work performed in an assigned business division primarily responsible for fiscal activities; supervises and provides guidance to professional & paraprofessional staff, which may include first-line supervisors, with fiscal, reporting and technical responsibilities critical to the department's funding, revenue, accreditation, or programmatic compliance; oversees and ensures compliance with numerous administrative, billable, reimbursable and funding sources' requirements; ensures the accurate management of a large number of individual accounts, billings for services rendered, claims for reimbursements; ensures all related mandatory documentation and reports are accurately created and maintained;
- Oversees other department support functions and staff assigned to the division, which may include records management, administrative support services, technical or technology support, etc.;
- Researches, analyzes, and resolves highly complex and unusual issues and concerns related to the division's functions;
- Serves as key member of the department's management team; provides projections for budgetary purposes; prepares detailed financial, statistical and narrative reports; participates in audits and manages division's response to findings;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Considerable knowledge of accounting; thorough working knowledge of the assigned department's operations, programs and services, including how services are delivered via department personnel and/or private providers; thorough understanding of complex funding source, programmatic, local, state and federal criteria governing funding, reimbursements, billings and revenue for/from services rendered; proven sound supervisory skills.
- **Technical:** Excellent computer skills with the demonstrated ability to proficiently use typical business software as well as numerous proprietary systems and applications to complete assigned tasks; trains staff on the proper use of systems and applications incidental to their assigned duties; oversees or collaborates with technical staff responsible for upgrades, updates, interfaces, rollouts, implementation, etc. of non-County systems and applications critical to division functions.
- **Communication, Customer Service and Interpersonal:** Excellent interpersonal, written and oral skills; communicates clearly and accurately, both verbally and in writing, with wide array of internal and external stakeholders and agencies; establishes and maintains productive working relationships with County personnel and department-specific external stakeholders.
- **Decision-making, and Authority:** Accurately understands, follows, trains and explains complex requirements, policies and data, related to billable, reimbursable, funding source, programmatic, local, state and/or federal regulations; makes sound decisions independently, appropriately engages supervisor and other resources as needed; excellent organization skills and time management skills; ensures all fiscal and reporting handled within the division meets all established deadlines.
- **Leadership:** Supervisory. Ensures all assigned personnel are adequately trained and accurately performs assigned duties.
- **Environment:** Works in an office setting; may work in various locations based on department's operations structure.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with department staff, auditors, funding sources and regulatory oversight personnel. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in accounting, business administration, finance, or other relevant field;

Experience: Five (5) years of relevant professional accounting experience, including one (1) year in a supervisory capacity;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- May require a valid driver's license to perform oversight responsibilities at various locations Countywide.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.