

Class Concept

Work in this class involves managing the business and financial resources for a facility or division with numerous funding streams, or otherwise complex budgets. Employees perform a range of financial and business-related duties associated with specialized areas such as budgeting, auditing, purchasing, subrecipient monitoring, planning, facility management, and/or grants administration. Typical duties may include strategic planning, oversight for accounts reconciliation, maintenance and reporting of financial data, financial projections, and cash/receipts management. This position is responsible for ensuring compliance with state and federal business standards and practices, policy interpretation, organization of work, and the supervision of professionals engaged in the review and analysis of the fiscal and business operations of the facility/division.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of budget and business practices, systems, tools, and laws / policies impacting the facility / division
- Intermediate knowledge of present accounting systems as well as modifications and expansion requirements
- Proven ability to make oral and written presentations reaching a variety of audiences
- Demonstrated ability in establishing financial / budgetary and administrative criteria for project funding and control
- Demonstrated ability in overseeing the work of a team of business professionals

Minimum Education and Experience

Master's degree in business administration, public administration, or other discipline related to the area of assignment from an appropriately accredited institution and three years of progressive administrative experience including supervising, planning, and managing a business or governmental program; or

Bachelor's degree, in business administration, public administration, or other discipline related to the area of assignment from an appropriately accredited institution and five years of progressive administrative experience including supervising, planning, and managing a business or governmental program; or equivalent combination of education and experience.