

Seminole County

Classification Description

Classification Title: Business Manager

Class Code: 3211

FLSA: Exempt

EEO Code: B

Revision Date: April 2010

General Statement of Job

Administrative, professional, and supervisory work performing fiscal management for the department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Plans, coordinates, and maintains an efficient accounting system including accounts payable and receivable, payroll, and cost accounting functions through use of a personal computer.

Compiles periodic financial statements and reports related to department or division financial activity.

Reconciles and classifies the recording of receipts and distributions.

Prepares, submits and monitors countywide and departmental grants.

Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient financial records.

Organizes annual budget preparation with all division managers and supervisors. Liaise with Fiscal Services to ensure the accuracy of the budget for final presentation to County Management and Commissioners.

Analyzes all projects within the program, including ensuring available funding or processing a budget change request. Prepares and/or coordinates with County Finance all necessary adjusting entries.

Maintains salary spreadsheets, leave balances, and petty cash fund for department.

Reviews and forwards requisitions and payment requests for final approval.

Supervises the accounting staff within the department. This staff is responsible for: monitoring construction data and financials; sales tax recovery for construction projects; tracking of payments to contractors; maintenance of Construction Management project journals; monitoring accounts and posting fixed assets; recording of receipts and distribution; monitoring budget expenditures and financial planning.

Additional Duties:

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Completion of Bachelor's Degree in accounting, finance or business administration and five (5) years experience in an accounting position, one (1) year which must have been supervisory. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Special Requirements

Ability to apply accounting procedures to construction management projects and supervise other construction project accounting personnel. Ability to analyze and evaluate accounting data. Ability to follow detailed oral and written instructions. Ability to organize work and provide technical assistance to other accounting personnel. Ability to prepare complete and accurate complex accounting reports and statements. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively both orally and in writing. Considerable knowledge of laws, regulations and statutes as related to budget development. Knowledge of local government administration, management, budgeting, account and financial administration.

Technical Requirements

Skilled in the use of a calculator, personal computer and associated software such as Microsoft Word and Excel.

Working Conditions

The work environment for this position is an office setting. Most duties are performed sitting at a desk or table. Incumbents in this position perform job tasks that require repetitive hand movement.