

BUSINESS OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for directing and coordinating all business management activities of a large department, including the maintenance of financial accounts, purchasing, payroll, benefits and budget control. The employee in this position exercises independent judgment and initiative in carrying out these duties. This work is performed under the general direction of the department head. Supervision may occasionally be exercised over clerical office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Manages financial accounts and various other clerical records concerned with the business management of the department;
- Instructs clerical staff in the specialized details of work as needed;
- Assists the administration in development of fiscal policies and procedures;
- Acts as liaison between Department employees and the Human Resource Department for the purpose of managing employee payroll and benefits;
- Oversees the requisitioning and purchasing of all equipment and supplies;
- Oversees the department invoicing process;
- Compiles materials for and assists in the preparation of the annual budget;
- Prepares and reviews weekly payrolls and audits the same;
- Conducts correspondence and prepares a variety of reports in connection with financial and clerical activities;
- Trains clerical staff in financial record keeping and related business management activities;
- Prepares and issues local, state and federal financial and statistical reports;
- Supervises the work of subordinate office employees as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern business administration procedures and methods;
- Thorough knowledge of purchasing, budgeting procedures and accounting methods;
- Thorough knowledge of department policies, benefits and collective bargaining agreements;
- Ability to acquire familiarity with laws, policies, regulations and practices affecting the agency;
- Ability to prepare clear and concise financial reports;
- Ability to organize and maintain office records and files;
- Ability to complete work independently, in an efficient, thorough and accurate manner;
- Ability to efficiently use a personal computer and have thorough knowledge of common software programs including Microsoft Outlook, Word, Excel and Access;
- Ability to use payroll and financial management software and ability to learn new software applications;
- Ability to work in a discrete, tactful and courteous manner.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's degree in Business Administration, Accounting or a closely related field AND three (3) years of experience in office coordination that included accounts payable/receivable activities OR payroll processing duties; OR,
- B. Graduation from an accredited college or university with an Associate's degree in Business Administration or Accounting or a closely related field and five (5) years of experience in office coordination that included accounts payable/receivable activities OR payroll processing duties; OR,
- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in office coordination that included accounts payable/receivable activities OR payroll processing duties.

*Candidates will not have to take an exam for this title. This is a **Hiring Emergency Limited Placement (HELP) Program** designated title. The **HELP Program** is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the **HELP Program** required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as **non-competitive and categorized as a "HELP Program" position**. At the close of the program, **this position will revert to competitive class status**. Employees occupying positions filled through the **HELP Program** will be granted competitive class status without the need to participate in a competitive exam.*

Annual salary range: \$68,000 to \$82,000 depending on qualifications, 37-1/2 hours per week

Juris. Class: Competitive
ACCS Adopted: 2/11
Last Revised: 1/25

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.