

Business Officer

DESCRIPTION OF WORK: Positions in this banded class administer and manage the business and financial affairs of a department, unit, or organization. Responsibilities include facilitation and management of financial resources that may be state appropriated, contracts and grants, and/or receipt generated. Positions in this class perform a range of financial and business related duties associated with specialized areas such as accounting, budgeting, auditing, and/or grants administration. Functions assigned to the business officer role may include financial management, personnel administration/management, payroll, purchasing, inventory control, facilities coordination/planning, information technology assessment/planning, and closely related work. Positions may perform or have oversight of accounts reconciliation, maintenance and reporting of financial data, financial projections, cash/receipts management, personnel planning, and facilities management. Most positions in this class have responsibility for accounting/business standards and practices, policy interpretation/implementation, the organization of work, and the supervision of others.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING

Business Administration: Ability to independently manage well-defined business functions for a department unit or an organization. Ability to apply established policies and procedures related to business practices and internal control procedures. Ability to implement business practices and procedures that support the strategic goals of the organization.

Financial Management: Ability to conduct financial management responsibilities in an organization primarily funded by consistent funding sources. General knowledge of the organization's accounting and budget procedures. Ability to compile and summarize financial data to participate in budget analysis and forecasting.

Human Resources Management: May require the ability to function in a full supervisory role that includes the recruitment, selection, and salary management of employees or may require the ability to provide assistance in human resources matters to a higher-level manager in a large and more dynamic organizational unit. Ability to develop and/or implement work plans. Ability to conduct performance reviews for direct reports and address performance issues.

Information Analysis and Decision-Making: Ability to identify, recognize, and resolve problems that have established precedents and limited impact. Refers non-standard questions and problems to higher levels. Ability to gather, organize, and analyze financial information and other data. Ability to review, examine, and prepare documents.

Communication: Ability to develop written documents and/or reports conveying factual information, general guidelines, and standard procedures. Ability to communicate factual information, general guidelines, and standard procedures.

JOURNEY

Business Administration: Ability to independently manage a variety of business functions with dynamic funding sources and/or a variety of functional activities, programs, and/or services. Ability to interpret and/or modify policies and procedures to facilitate and ensure the application of sound business practices. May require the ability to integrate policies and procedures with work units external to the organization. Ability to interpret, modify, and monitor internal policies. Ability to participate and assist in the long-and short-term strategic goals and planning. May require the ability to participate in planning for future growth.

Financial Management: Ability to conduct financial management responsibilities in an organization primarily funded by a variety of dynamic and multi-dimensional funding sources (e.g., multiple contracts and grants, receipts, etc.). Thorough knowledge of the applicable accounting and budgeting practices and

Human Resources Management: Ability to function in a full supervisory role for direct reports. May require the ability to serve as a resource to other supervisors in the selection process. Ability to develop and implement work plans. Ability to conduct performance reviews. Ability to participate in the disciplinary process, as needed. Ability to actively participate in ensuring employee growth and development. Ability to plan and deliver on-the-job training.

Information Analysis and Decision-Making: Ability to assess and resolve unprecedented problems that require research and review of policy and procedures. Ability to resolve problems or compliance issues. Ability to analyze moderately complex business operations and financial statements. Ability to make recommendations for approval.

Communication: Ability to develop and edit written documents and/or reports with comprehensive and

ability to contribute to budget development and/or capital expense proposals. Ability to frequently serve as an internal resource on financial matters. Ability to perform budget analyses and conduct budgetary forecasting in a financial environment with varied resources.

interpretative information that usually spans across functional areas. Ability to provide documentation to explain and support conclusions. Ability to communicate comprehensive and interpretative information that spans across functional areas. Ability to respond to non-routine inquiries.

ADVANCED

Business Administration: Ability to independently manage a broad range of business functions for a department unit or an organization with unique and specialized activities or services. Ability to oversee activities that impact and interface with other functional areas. Ability to develop and monitor internal policies and procedures to meet wide-ranging business needs, which may have broad impact. May require the ability to negotiate with external entities and constituents. Ability to recommend and implement long-range strategic planning, goals, and growth projections.

Financial Management: Ability to conduct financial management responsibilities in a multifaceted (e.g., multiple programs, departments, etc.) organization primarily funded by a broad range of (multi-dimensional) funding sources that may include an income generation component. Comprehensive knowledge of accounting and budgeting practices and ability to submit operating budgets and prepare project/capital expense requests. Ability to provide expertise on financial matters. Ability to establish long-range financial objectives to meet strategic goals of a multifaceted organization. Ability to oversee a dynamic budgetary planning and forecasting process.

Human Resources Management: Ability to supervise and manage professional level employees. Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures. Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary matters as needed.

Information Analysis and Decision-Making: Ability to independently analyze and resolve unprecedented issues and problems that necessitate input from and collaboration of external sources. Ability to serve as a resource for others in resolving issues and problems. Ability to anticipate problems and develop resolution strategies. Ability to prepare and analyze complex technical matters involving existing and emerging issues pertaining to the subject area and ability to make recommendations from the analysis.

Communication: Ability to develop written documents and/or reports on complex matters that can be understood by both internal and external audiences. Ability to provide documentation of conclusions and recommendations that are fully supported and based on a broad knowledge of strategic goals. Ability to provide documentation and reports that have an impact on policy and/or operations. Ability to communicate information involving complex matters (both internal and external) to the department or organization. Ability to persuade and negotiate with others.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree in business administration, public administration, or related business area; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.