



Business Office Manger (9906)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 14

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage day-to-day office operations in an assigned department or work unit and to provide lead guidance, direction and training to assigned staff. Incumbents in this classification manage department administrative processes and provide administrative support to department management and staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Participates in budget and general financial management activities: reviews invoices for accuracy; matches invoice with purchase orders; enters budget data into computer; assists with budget preparation; provides budgetary input and assists in forecasting revenues/expenditures; enters revenue and generates revenue reports; generates and reviews budget analysis reports; monitors expenditures to ensure compliance with approved budget; processes budget transfers as needed; reconciles payable records with Finance Department records; prepares bank deposits; coordinates and monitors internal accounting activities; maintains current balances for accounts; and maintains departmental petty cash funds.

Processes purchasing documentation: reviews purchase requisitions and verifies availability of budgeted funds; prepares purchase orders and forwards data to appropriate department; obtains competitive price quotes; orders materials under blanket purchase orders.; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies; assigns proper accounting/budgetary codes; obtains proper signatures; forwards invoices for payment; and maintains files and records.

Serves as departmental human resources liaison: prepares new employee paperwork; processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; tracks accrued and used sick leave and vacation time; enters payroll data into computer for payment; prepares personnel change forms; and maintains attendance records, confidential personnel/payroll files, employee rosters, certifications, background checks, and related records.

Provides administrative/secretarial support for management and/or staff: relieves management and staff of routine administrative tasks; screens telephone calls, mail, email, and other communications and

initiates appropriate action/response; records and transcribes dictation; types, composes, edits, and proofreads various documentation; maintains calendars and schedules meetings, appointments, interviews, or other activities; and coordinates travel arrangements, accommodations, conference registrations, or related plans for department staff.

Participates in and supports management team in department operations: monitors and ensures department work activities comply with applicable policies, procedures, rules and regulations; participates in management team meetings; provides information, answers questions, and generates and submits reports and documentation to assist in decision making; and assists with special events and committees as assigned.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation; and maintains computerized and/or hardcopy records.

Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations: summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Maintains file system of various files/records for the assigned area: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains inventory of office supplies and equipment: organizes supplies; initiates request for new and replacement supplies as needed; performs routine maintenance on office equipment such as changing toner, releasing paper jams, etc.; and coordinates maintenance and repair of equipment as needed.

Performs related duties in support of office operations: answers phone calls; registers customers for programs; takes payments; checks facility rental information; processes refunds and voids; and provides information and answers questions regarding office operations and department policies and procedures from management, staff, the public and other individuals.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required, with vocational or technical training in administrative services, accounting, or a related field; supplemented by two years of experience in administrative support in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to

established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job. And requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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