



## **Business Manager - Recreation (1548)**

**FLSA Status:** Exempt

**Pay Grade:** 19

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to manage day-to-day financial and business office operations in the Parks and Recreation Division, and to supervise, lead, and guide the Business Supervisor in the operation of the customer service function.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns, and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; consults and assists with complex and problem situations; provides technical expertise; and establishes and promotes employee morale.

Manages business operations for the Recreation Division, including the Main Office, Tennis Center, Concessions, Splash in the Boro, and the Ag Center: monitors and accurately reports revenues and expenditures; reviews and approves daily close reports and eTrak reports; reviews and approves accounting distribution, verifying all entries are posted to the correct line item accounts; reviews, approves and reconciles credit card settlement reports and CAPS online banking credits; researches and investigates any accounting discrepancies; monitors and follows up on non-sufficient funds payments; and reviews, approves, and forwards accounts payable for final processing.

Promotes compliance with applicable policies, procedures, and best practices: develops and implements procedures to correct deviations or violations of financial policies within the division; establishes and monitors compliance with divisional internal financial controls; interprets and ensures compliance with Bulloch County financial policies and procedures; identifies and implements improvements to divisional accounting processes to maintain a high level of accurate daily financial reporting; and responds to financial/business operations questions from Director, Managers, Bulloch County CFO and others.

Participates in budgeting and audit processes: makes budgetary recommendations; monitors expenditures against approved budget; and assists with annual financial audit by providing reports, responding to inquiries, and adhering to audit schedule.

Provides administrative support for the Parks and Recreation Director: compiles information and prepares agenda items, budget reports, correspondence, and other reports or documents as required; arranges meetings; receives and responds to inquiries, correspondence, and requests for assistance from citizens, department heads, and outside agencies; and oversees the maintenance, retention, and disposal of department records.

Participates in and supports management team in department/division operations: participates in management team meetings; provides information, answers questions, and generates and submits reports and documentation to assist in decision making; responds to employee questions and requests for information as they relate to administrative, financial, or personnel policies; 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, processes, and forwards requisitions for purchases that require a purchase order; receives and processes agenda items to be submitted for the Board of Commissioners meeting agenda; compiles and updates the department's monthly report; compiles and updates procurement card data from multiple functional areas into a master document; and compiles, updates and forwards capital improvements project schedule.

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.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor of Finance, Accounting, Business Administration, or a related field is required; supplemented by three years of experience in finance, accounting, or related field, to include lead or supervisory experience; 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.*

Created April 2021