

BUSINESS OFFICER

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Varies

REPORTS TO: Varies

CLASS SUMMARY

Coordinates fiscal and business operations.

DISTINGUISHING CHARACTERISTICS

The Business Officer is a stand-alone classification which is distinguished from other classifications by its responsibility for coordinating the financial operations and activities.

TYPICAL CLASS ESSENTIAL DUTIES

- Monitors revenue and expenditures accounts to ensure accurate financial reporting procedures.
- Prepares, oversees, and audits department's state and local budgets accounts.
- Develops internal cost control procedures in compliance with local, state, and federal laws.
- Oversees grant applications and grant expenditure reporting.
- Develops, assesses, and modifies fiscal reporting procedures.
- Serves on various department and County committees.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Incumbents may:

- Supervise employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations;
- Assist with the implementation and design of case modules used to process fiscal data.

In the Health Department, incumbent:

- Supervises billing and fiscal operations units of the department;
- Reports directly to the Human Services Agency Business Manager who is over business, fiscal, centralized administrative and fiscal support services and IT services for the department.

KNOWLEDGE AND SKILLS

Knowledge of:

- Federal, state, and local laws pertaining to financial management;
- Accounting and financial principles;
- Governmental Accounting Standards Board (GASB) federal and state single audit requirements;
- Financial software;
- Supervisory principles;
- Audit policies and requirements;
- Budget preparation procedures;
- Forecasting techniques;
- Cost analysis;
- Grant based accounting.

BUSINESS OFFICER

Skill in:

- Using computers and applicable software;
- Using various office equipment;
- Delivering presentations;
- Preparing various financial reports;
- Preparing and monitoring budgets;
- Applying and interpreting accounting and financial principles;
- Analyzing and interpreting financial data;
- Preparing grant applications;
- Monitoring and evaluating employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and three years of progressively responsible supervisory, budgeting, planning, and related finance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires walking, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R03/03; R06/05