

Job Profile

Title: Business Manager

Reports to: Executive Director

Status: Regular, Full-time, Exempt

Wage Range: \$47,758 - \$56,347 (from January, 2010); change to \$59,320

General Summary:

Coordinate and direct the operation of the District office to assure the smooth operation of the District, including maintaining the District's accounting system, overseeing office staff, equipment and procedures. Provide support to Department supervisors to assure compliance with all Federal, State and local regulations. Provide information to the public, customers and vendors.

Essential Duties and Responsibilities:

- Assist the Executive Director and Board of Commissioners as required, assuring the operation of the District's Business.
- Supports all departments and department managers as needed.
- Serve as bookkeeper, maintaining accurate records of all financial transactions and reconciling all accounts including payroll.
- Perform a variety of complex and diverse clerical work requiring independent judgment and full knowledge of office procedures.
- Assign, supervise and review the work of the Office Assistant, Fiscal Assistant and Lodging Coordinator and Pool Cashiers.
- Assure the smooth operation of the District office including all office functions, office machines, supplies and computer systems.
- Manage human resource library and serve as resource for employees on matters of benefits and payroll issues.
- Develop and implement guidelines and procedures for all aspects of office and human resources elements.
- Oversees the facility rental database and documentation to include insurance requirements, facility use forms, and user and fee reporting.
- Provide the services of a recording secretary.
- Perform other related duties as required.

Job Specifications:

- Proven ability to work effectively with employees and general public with courtesy and tact.
- Proficient in Microsoft Office Suite, Quickbooks, databases and an understanding of computer systems.
- Ability to assist customers to utilize online functions, especially purchasing, and to create and maintain useable customer interface in reservation software.
- Ability to plan, organize and manage office functions.
- At least five years experience working in a supervisory or manager role.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.