

Jurisdictional Class: Competitive
Adopted: June 9, 1983
Revised: April 26, 2010

BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for a variety of business management activities in the Clinton County Nursing Home including but not limited to ensuring timely submission of all accounts payable and receivable, Medicaid, Medicare and the third party insurance and preparation of payroll and accounts payable to vendors. The work is performed under the general direction of the Nursing Home Administrator with leeway allowed for the exercise of independent judgment in daily operation of the business office. Supervision is exercised over the work of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Devises accounting and auditing systems and procedures to provide accurate records of a large county department's financial transaction;

Oversees and supervises a subordinate staff engaged in a variety of fiscal operations within the business office;

Reviews, revises and implements all accounting systems using computer technology as appropriate in compliance with Federal and State Regulations;

Compiles data for and assists in the development and preparation of the annual budget;

Instructs and advises subordinate agency staff on correct technical accounting practices and procedures;

Oversees and coordinates the agency payroll function, petty cash, cash control, or development of cash flow plans;

Monitors expenditure reports on a monthly basis;

Performs employee performance evaluations for subordinates;

Confers with various county officials regarding budgetary revenues and expenditures;

Prepares and maintains a variety of fiscal, personnel, and program activities reports;

Coordinates accounting functions with data processing unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern general and governmental accounting, fiscal, and auditing procedures and techniques including budgeting and appropriation practices;

Good knowledge of methods used in keeping financial accounts and records;

Good knowledge of modern fiscal terminology, practices, and procedures;

Good knowledge of computer systems, software, and their application;

Good knowledge of modern inventory control methods;

Ability to acquire a working knowledge of agency affairs related to fiscal management;

Ability to prepare complete and accurate financial reports and statements;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Ability to design, prepare, and maintain computerized accounting system, records, and reports;

Ability to communicate with Data Processing personnel using technical terms and descriptions;

Ability to acquire knowledge of cost accounting technology applied to New York State rate setting methodology for a residential health care facility;

Ability or skill in the area of cost accounting technology related to capital forecasting and indirect cost allocation plans;

Sound judgment.

Business Manager

MINIMUM QUALIFICATIONS: Completion of a minimum sixty (60) semester credit hours in a regionally accredited or New York State registered college or university including and/or supplemented by eighteen (18) semester credit hours in accounting and two (2) years of accounting or auditing experience which must have been involved in the maintenance of double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriate accounting and the preparation of budget and financial reports.

NOTE: At least two (2) years of post high school educational training and two (2) years of experience as defined above is required; additional training or experience beyond the required limits cannot be used for substitution.