



BUSINESS AND FINANCIAL OPERATIONS MANAGER

Department: Planning and Public Works

Job Class #: 166500

Pay Range: Executive 05

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

JOB SUMMARY

The Business and Financial Operations Manager is a senior level position directing a wide range of complex financial, budgetary and administrative management functions in the Planning & Public Works Department. The position ensures the financial integrity of all budget and accounting activities in alignment with the Finance Department and the Executive. This position is on the department's senior management team and serves as the financial liaison for the department.

ESSENTIAL FUNCTIONS:

- Lead department-wide business and accounting processes, financial management, budget development, financial planning and controls.
- Ensure all accounting actions, contracts and grants are sound, comply with generally accepted accounting principles, and conform to Finance Department policies and procedures. Exercise proper financial control over budgetary expenditures and the appropriateness of expenditures. Identify major variances and report them the Department Director and ultimately to the Finance Department Director.
- Take a central role along with senior management in development, presentation, and implementation of the department's budgets for operations, capital, maintenance, and administration. Serve as an integral member in the preparation of long- and short-term financial plans for the department and ensure alignment with key stakeholders.
- Manage and direct work of managers, supervisors and team leads in all financial matters. Deploy appropriate financial management training, sound budgetary practices, and prudent fiscal management.
- Provide oversight of required financial audits.
- Analyze complex rate and cost-of-service fee models, recommend appropriate adjustments, and implement changes.
- Provide effective leadership to division staff.
- Support development, measurement and execution of the mission, goals, and objectives of the department, its divisions, and individual work groups.
- Provide consistent interpretation and application of laws, rules, policies and procedures.
- Establish and maintain effective working relationships with County officials, employees and the public.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in finance, accounting, public administration, business administration, or a closely related field; and,
- Six years of progressively responsible work experience in monitoring and developing large complex budgets with multiple funds, accounting, financial planning or experience that clearly demonstrates the ability to perform the work of this position. Experience working with capital budgets is also required.

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- Must have three years of supervisory experience.
- Master's degree and/or CPA license is highly preferred.
- Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.
- Successful completion of a background investigation is required.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Governmental budgeting and accounting principles and practices.
- Fiscal management principles necessary to finance and implement capital projects.
- Financial systems and software applications.
- Contract and monitoring principles, practices and regulations.

Ability to:

- Apply sound business and financial acumen.
- Supervise and evaluate the work of staff.
- Plan and establish goals and objectives.
- Develop and monitor large complex operational and capital budgets with multiple funds.
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- Make critical decisions involving large, complex technical and financial transactions.
- Interpret, apply and explain regulations, and policies.
- Effectively communicate, both orally and in writing.
- Speak with large groups, articulate division goals and describe projects.
- Represent the interests of multiple stakeholders and facilitate achievement of consensus.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. Occasional field work is required. The Business and Financial Operations Manager will be required to travel throughout the local region and must be able to operate a personal computer and related office equipment.