Business Manager – Information Systems

Job Description

Department:	Information Systems
Position:	Career Service
Grade:	724
Supervisory:	Supervisor
Reports to:	Associate Director – Information Systems

Summary

Under general guidance and direction of the Associate Director – Information Systems, provides administrative support duties pertaining to record keeping, operations, department budget, routine financial transactions, and office management functions for the department. Trains department staff on policies and procedures, operational processes, and financial software. Monitors Human Resources related needs for newly hired staff, including new employee orientation, onboarding, and distribution of resources. Incumbents serving in this classification are responsible for final payment requests on purchase orders and may be involved in financial transactions. Coordinates and assists with accurate and timely closing and submission of month-end reports to the Utah County Auditor's Office.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as a liaison and department's main point of contact with the Utah County Auditor's Office; communicate regarding department budget and overall financial transactions; submit new budget, account, and cost center requests; extract basic financial data from financial software; generate, review, and create reports and supporting documents, as needed; promptly respond to inquiries from the Auditor's Office, identify and initiate budget transfers, as needed.
2. Oversee and coordinate changes related to department fixed assets, including tagging new items, identifying discontinued items, performing annual audit of items, and reporting asset management data to the Auditor's Office; initiate fixed asset records for new purchases; coordinate disposal of surplus assets.
3. Coordinate accounts receivable transactions; submit invoice requests in the accounting software and prepare billing statements; submit contractor, vendor, and customer updates and request additions, as needed; request credit memos; follow up with customers on past due invoices.
4. Create cash receipts to record department revenue collections and submit to the Utah County Treasurer's Office.

For Office Use Only

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Public Safety: No

Worker's Compensation: Clerical
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Safety Sensitive: No
DOT: No
ML: Supervisor

5. Coordinate and submit purchase requisitions for the department; assist staff with creating and submitting purchase requisitions and payment requests; review, correct, and approve payment requests according to County's chart of accounts, budgetary constraints, department and County policies, and compliance with contract provisions; collaborate with purchasing staff, as needed; follow proper financial documentation requirements; process and track to completion.
6. Ensure compliance with purchasing policies and financial documentation requirements; coordinate reconciliation of purchase card transactions; monitor purchasing card transactions; ensure proper access to purchasing cards.
7. Functions as a timekeeper for the Department; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management; monitor cell phone allowances and communicate changes, as needed.
8. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
9. Identify and resolve personnel concerns.
10. Assist with staffing decisions related to the hiring and retention of assigned personnel and administration of disciplinary action in accordance with County policy and procedure.
11. Identify, monitor, and analyze key performance indicators (KPIs) in conjunction with department leadership; run reports and provide insight on department metrics, programs, initiatives, and grants.
12. Coordinate work orders for department building maintenance; initiate requests and monitor processes to ensure timely completion of work.
13. Assist with grant management, as needed; monitor and ensure department compliance with contracts; identify requirements impacting the budget, purchasing, or accounting.
14. Develop, review, and train on department policies and procedures, as applicable.

Knowledge, Skills, and Abilities

- Considerable Knowledge of County Rules and Regulations
- Considerable Knowledge of County policies and procedures
- Considerable Knowledge of structure, function, policies, and procedures of the Information Systems Department
- Working Knowledge of budget development and administration
- Working Knowledge of general and fund accounting
- Knowledge of supervisory principles and practices
- Knowledge of general functions of county government
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment

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- Skilled in using software applications, including Microsoft Office and Access database applications
- Skilled in creating documents and spreadsheets
- Skilled in creating and maintaining record keeping and filing systems
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to efficiently coordinate multiple technical tasks
- Ability to manage stress associated with deadlines and frequent interruptions
- Ability to lead and train others
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibilities
This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment
This job operates primarily in an office or other environmentally controlled room. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to stress associated with regular deadlines as well as last-minute, urgent projects. Work may expose the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be

required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Associate's degree in business management, accounting, finance, or a related field.
2. Five (5) years of clerical or administrative support work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications
1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity**.**

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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