Bus Mgr, Development Foundation

Job Code 50031142

General Description
Responsible for directing and administering Development Foundation financial related business and providing organization, and management of business-related activities.

Examples of Duties
Maintenance of departmental budgets.
Maintain accounting and financial system.
Analyze expenditures to enhance program funding.
Update existing or add new policies and procedures.
Assigns responsibilities to staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: GAAP and account reconciliation, cash handling, accounts payable and receivable, and bookkeeping practices; accounting principles and practices; financial management; quality team principles; computer hardware and software related to database management, word processing accounting, and business applications.

Skill in: preparing reports, letters and memos; interacting with others; in monitoring the work of others; explaining business procedures to staff and others; effectively communicating and negotiating with others; troubleshooting; budgeting; time management.

Ability to: establish budget; monitor and analyze expenditures; perform intermediate math; analyze and interpret a variety of written instructions, policies, and other materials.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements