Business Manager, Facilities Operations

Job Code 50009130

General Description
Responsible for providing management, directing and administering Facilities Operations financially related business activities.

Examples of Duties
Monitor and analyze budget expenses purchase orders, p-card, NPO’s, materials releases, etc. Review IDT output file on Facility Focus and billing reports and Facility Operations accounts. Prepare account expenditures reports. Approve major purchases for equipment and materials. Work closely with accounts payable in Facilities Management for processing invoices. Monitor and ensure fire pump testing and maintenance and repairs are performed in accordance with NFPA codes. Coordinate and resolve warranty issues for new construction. Audit work request and purchases on Facility Focus for Facilities department. Develop internal budget procedures. Process vehicle orders for the Facilities Operations department. Test and maintain fire hydrants on campus. Ensure all required annual services are performed. Assist Director in strategic planning initiatives. Review and monitor personnel change requests and requisitions. Perform other duties as assigned.

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

Skill in: interacting courteously with others; in effectively directing /monitoring the work of others; in explaining business procedures to staff and others; in effectively communicating and negotiating with others; preparing reports, memos, letters, proposals, bid specs.

Ability to: Establish a budget and monitor and analyze expenditures; to perform intermediate math; to analyze and interpret a variety of written instructions, policies and other; to communicate effectively; to problem solve and resolve issues.

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