

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Business Manager**

**Class Code: 11052**  
**Pay Grade: GJ**

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### **A. Purpose:**

Maintains and supervises a combination of administrative services for an agency or division including coordination of the annual budget, monitoring the reconciliation of the state's accounting system, reviewing and approving expenditures, maintaining personnel management functions and procedures, acting as purchasing agent, and overseeing capital assets inventory to ensure compliance with federal and state rules and regulations.

### **B. Distinguishing Feature:**

Business Managers are responsible for managing and maintaining the budget, accounting, personnel, purchasing, and inventory activities for an office or division.

The Budget and Finance Director reports to a department secretary and directs the budgetary, financial, purchasing, and inventory functions for a department.

Senior Accountants are responsible for the supervision of a complex accounting system.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Directs and coordinates the preparation of an office or division's annual budget to ensure the budget meets the needs of the office or division.
  - a. Provides budget development guidelines and technical expertise in developing drafts.
  - b. Analyzes rough drafts, requesting justifications.
  - c. Directs internal budget preparation meetings.
  - d. Prepares budget information and projections.
  - e. Provides budget status information and solves budget problems.
2. Manages the accounting activity of the office or division to maintain financial records and ensures compliance with state and federal guidelines.
  - a. Manages the reconciliation of revenues between different accounting systems.
  - b. Establishes procedures for the reconciliation of the accounting system.
  - c. Manages the distribution of revenues.
  - d. Reviews and approves expenditures.
  - e. Prepares accrual documents and financial statements.
  - f. Monitors federal fund compliance and reports.
  - g. Provides information to auditors to respond to audit findings.
  - h. Directs and monitoring MSA and project cost accounting systems.
  - i. Oversees the reconciliation of loans.
  - j. Maintains the chart of accounts.
3. Directs the purchasing activities for the office or division to ensure purchases and items purchased met state requirements.
  - a. Approves requisitions and capital asset acquisitions.
  - b. Oversees the capital assets inventory.

- c. Monitors accounts for supply inventories and stockpile materials.
- 4. Maintains personnel activities for the office or division to ensure compliance with state and federal rules, regulations, policies, and procedures.
  - a. Prepares or oversees the payroll.
  - b. Reviews personnel actions.
  - c. Prepares hiring requests and justifications for the office or division.
  - d. Advises supervisors on personnel situations.
  - e. Interprets Bureau of Personnel rules.
  - f. Monitors and reviews seasonal applications.
  - g. Conducts exit interviews.
- 5. Supervises subordinate staff to ensure that the goals and objectives of the work unit are met.
  - a. Interviews and recommends the selection of staff.
  - b. Provides work direction and training.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary actions.
  - e. Conducts performance reviews and completes performance documents.
- 6. Performs other work as assigned.

**D. Reporting Relationships:**

Typically reports to a division director. May supervise Claims Clerks, Accounting Assistants, Accountants, Senior Accountants, Administrative Assistants, and clerical staff.

**E. Challenges:**

Challenged to provide and maintain accurate budget information to manage resources and carry out services. This is difficult due to services or projects and the limitations that state and federal regulations place on them in projecting needs and maintaining fiscal control.

Typical problems include resolving discrepancies between MSA records and computerized programs, justifying purchasing decisions, budget adjustments when unplanned expenses occur, questions in regard to the correct utilization of funds, staffing needs, personnel problems, federal reporting guidelines, requests conflicting with agency policy, expenditure corrections, disputes with vendors, and inventory shortages.

**F. Decision-making Authority:**

Decisions made include whether area and operations budgets are within established guidelines, amount of budget requests, content of justifications for budget items, amount of draw-downs on cooperative agreements, which source of funds to assign budget requests, funding codes for individual items or services purchased, whether to approve requests for leave, what purchases to make, if inventory is properly accounted for, if contracts or leases comply with department policy, priorities of subordinate staff, approval of expenditures, interpretation of rules and regulations, format of financial and other statistical reports, whether funds are available for expenditures, and approval of requests for capital assets.

Decisions referred to a superior include budget increases or program expansions within the budget, requests to interim appropriations, salary increases, final decisions on disciplinary

matters; and final approval of budget requests, unbudgeted expenses, contracts and leases, exceptions to established policies and procedures, and approval on the purchase of capital assets.

**G. Contact with Others:**

Daily contact with other state and federal agencies and central office personnel to give and receive information, and finance office or officer to discuss problems; weekly contact with the public to give and receive information, the personnel office or officer for information on rules and regulations, and auditor's office to discuss voucher processing issues; and occasional contact with legislative audit on audit findings and exceptions, legislative research on budget issues, and vendors regarding the payment of invoices or to request corrected invoices.

**H. Working Conditions:**

Works in a typical office.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- the principles and practices of administration with emphasis in organization, fiscal management and budgetary control;
- generally accepted accounting principles (GAAP), standards, and practices;
- generally accepted auditing standards (GAAS);
- computerized accounting software;
- office management;
- state accounting system; and
- purchasing policies and procedures.

Ability to:

- communicate information clearly and concisely;
- plan, organize and direct an administrative services program;
- supervise;
- deal tactfully with others;
- interpret rules and regulations;
- follow established procedures;
- meet reporting requirements; and
- make timely and accurate decisions.