



CLASS SPECIFICATION

Class Title: Business Manager
Department: Sheriff
Merit: Exempt
FLSA: Exempt

Class Code: 3354
Grade: 26
Eff. Date: 02/05/2010
Revised: 01/18/2019

GENERAL PURPOSE

Under general guidance and direction of the Sheriff or Chief Deputies, performs complex professional level finance work on behalf of the Davis County Sheriff's Office (DCSO). The primary function of this position is to ensure that the business operations of DCSO are conducted in a professional and timely manner in accordance with Utah State Statute, Davis County ordinance and all countywide policies and procedures. Provides meaningful budget and financial information to DCSO administration that supports the goals and operations of the office. Incumbent serving in this classification is appointed at the discretion of the Sheriff, and works closely with the Sheriff to fulfill the desired objectives of the office.

EXAMPLE OF DUTIES

May supervise accounting positions; assigns and monitors work; evaluates employees' performance in compliance with Davis County Policies and Procedures, DCSO practices; addresses and documents performance problems in a timely manner.

Supervises, manages, develops, and maintains all budgetary and financial planning and operations for the Sheriff's Office; recommends, writes, and implements department finance policies and procedures; trains employees to effectively use accounting programs and systems; maintains time sheets, labor distributions, billings, and collection records; works with county accounting/procurement staff and handling of cash.

Oversees and manages the daily operations of the inmate enterprise fund. Prepares business plans as required for this fund including but not limited to: fees, reinvestment strategies, collections, trends in revenues as well as expenditures. Works with the Budget Officer of the County (Auditor) to implement long range planning of the fund.

Prepares and submits reports that summarize and forecast business activity and the department's financial position regarding revenue, budget, and grants based on past/present and expected operations. Prepares and analyzes financial and statistical information; reviews contracts and grants; prepares year-end financial statements. Prepares monthly trial balance; verifies reports; runs and distributes monthly department budget reports to appropriate DCSO administration and staff.

Under the direction of the Sheriff, oversees the preparation of the annual DCSO budget. Oversees and coordinates budget preparation activities of all DCSO staff including data collection and statistical studies and analysis; submits completed budget to the Sheriff. Develops and works to implement equipment and capital rotations and plans. Effectively communicates the goals of the plans to the County Budget Officer and Budget Committee.

Plans, analyzes, organizes, coordinates and evaluates the use of resources; oversees and monitors expenditures; posts budget activity.

Develops, completes, and submits grant applications; coordinates and maintains required grant records;

prepares, reviews and audits reports for grant compliance; prepares and audits grants reports quarterly.

Works with County departments (Civil Attorney, Human Resources, Clerk/Auditor) to negotiate, prepare and administer contracts on behalf of DCSO; ensures contract compliance.

Works closely with County Auditor to ensure compliance with grant requirements, county financial policies and procedures, operational work efforts, cash handling, and budgeting. Conducts specific audit tests to observe transaction samples; audits to determine compliance with fiscal program requirements, laws, regulations and county policies; presents test results and recommendations to County Auditor.

Plans for future programs to provide for population growth and expansion/contraction needs of various services including law enforcement services, jail housing/programs, dispatch services and maintenance.

Acts as a liaison with other agencies regarding financial matters; furnishes information to independent, county, state, and federal auditors; submits monthly, quarterly, and annual budget and statistical reports for DCSO program specific functions. Answers questions from departments, outside auditors, and the public as directed by DCSO Administration.

Makes recommendations for DCSO specific software. Oversees the implementation, management and monitoring of all software packages.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, or business administration, plus eight (8) years of full-time professional employment in accounting, finance, auditing, or a closely related field, one (1) year of which must have been in a supervisory or administrative capacity; OR an acceptable combination of education and experience.

Preference for Masters Degree in accounting, finance, or business, and/or government accounting experience.

2. Special Qualifications:

Preference for Certified Government Financial Manager (CGFM), Certified Public Accountant (CPA), or a related professional certification.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: accounting principles and auditing standards as recommended by the American

Institute of Certified Public Accountants; government accounting techniques and practices; budgeting/financial practices and theory; federal and state grant regulations and circulars; auditing principles and practices; department policies and procedures; principles and practices of effective management and supervisory theory; research methods, data collection, and statistical analysis.

Skill in operating: a calculator; all applicable computer hardware and software including Microsoft Excel and Word; common office equipment (fax, multi-line telephone, copier, etc.); document composition.

Ability to: perform audits using sound independent judgment; apply accounting principles and auditing standards to a government environment; assign, supervise, and evaluate the work of others; manage a large and complex budget, and operate within approved budget; prepare statistical reports and create spreadsheets; organize, plan and set priorities; investigate, analyze, and solve programs; maintain confidentiality; coordinate multiple tasks efficiently; work under pressure; work for sustained periods of time maintaining concentrated attention to detail; apply initiative; effectively use all applicable computer hardware and software; follow oral and written instructions; communicate professionally and effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other departments and agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***