

Business Director

DESCRIPTION OF WORK: Positions in this banded class serve as the business managers for the most complex and costly mega-fund budgets. Employees in this role administer and manage the business and financial affairs of the state's largest funds disbursing entities. Responsibilities include facilitation and management of financial resources that have numerous funding streams and include state and federal funds such as Medicaid, Medicare, the Public School Fund, etc. Employees are involved in long- and short-term planning. Employees perform a range of financial and business related duties associated with specialized areas such as accounting, budgeting, auditing, and/or grants administration. Functions assigned to the Business Director role can include financial management, patient relations, clinical support, payroll, purchasing, inventory control, information technology, and facilities coordination/planning. Therefore, typical duties include, but are not limited to, accounts reconciliation, maintenance and reporting of financial data, financial projection, and cash/receipts management. Most Business Directors will be responsible for compliance with state and federal accounting/business standards and practices, policy interpretation, the organization of work, and the supervision of professionals engaged in the review and analysis of the fiscal and business operations of the facility or division.

EXAMPLES OF COMPETENCIES:

Technical Knowledge: Comprehensive knowledge of budget and business practices, systems, tools, and other applicable laws and policies in highly sensitive and/or highly multi-faceted work activities to assist facility or division co-workers and staff. Direct and advise staff regarding mega-fund budget preparation, business, administration, and development processes. Direct policy analysis of programs with minimal direction. Serve as functional area expert on business and budget matters. Possess thorough knowledge of present accounting systems as well as modifications and expansion requirements. Provide expert assistance and consultation to other staff and customers. Have decision-making influence on division-wide issues. Apply updated information technology to facilitate program goals and program procedures. May research and recommend changes to software.

Leadership: Motivate and empower team members or other staff to successfully carry out the organization's goals and objectives. Establish financial/budgetary and administrative criteria for project funding and control. Direct the activities of staff independently incorporating the goals and vision of senior management regarding departmental budgets and global general fund activities.

Effective Communication: Identify and convey multifaceted ideas and non-routine topics clearly. Identify underlying interests and dynamics to adapt the communication style appropriately for the listener. Make oral and written presentations to customers, senior management, the Governor's Senior Policy Advisors, Federal Authorities, and the General Assembly

Consultation: Establish proactive relationship with customers including providing education and consultation. Provide expert assistance, direction, and consultation to other staff, customers, and high-ranking local, state, and federal government officials. Analyze and suggest alternative financing options.

Human Resources Management: Facilitate subordinates in multiple units to increase employee's professional growth and skills development. Actively identify applicants and take steps to retain high-performing employees. Utilize proactive leadership techniques to prevent performance and/or interpersonal work-related problems with employees.

Decision Making/Problem Solving: Independently and effectively resolve problems, often in a dynamic environment.. Use negotiation and facilitation skills to gain consensus to resolve complex problems.

Planning and Organizing: Ability to direct higher-level planning, organizing and staffing for complex units. Develop key business performance measures and create executive and public systems to track and communicate progress. Direct the preparation and review of departmental economic forecast. May coordinate strategic planning.

Organizational Awareness: Has extensive knowledge of the facility or division history, practices, goals, relationships, and current direction.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree, preferably in business administration, public administration, or hospital administration and five years of administrative experience involving participation in the planning and management of a business or governmental program; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.