

**JOB TITLE: BUSINESS MANAGER**

**DEPARTMENT: RESOURCES MANAGEMENT SERVICES-BUSINESS OFFICE**

**SUPERVISOR: JASON A. YORKS, DIRECTOR**

**HOURS: 40 HOUR WORK WEEK**

### **DESCRIPTION**

This position is responsible for review and oversight of all RMS divisional budgets, and assist in the implementation and reviews of RMS Goals and Objectives. Position is also responsible for RMS Fiscal and financial reporting of the Resource Management Services department. The position is responsible for informing managers within the department of budget performance and cost effectiveness of operations. This position acts as a resource/consultant to assist the other managers and directors in developing reports and analyses of various RMS functions from a fiduciary perspective. Work is performed under the general supervision of the Director.

### **SPECIFIC DUTIES**

1. Business Manager insures that the Resource Management Services department ' s fiscal management is financially sound and cooperates with internal audit, external audits, and DEP audits.
2. Business Manager is responsible for establishing procedures within the business office and all data collection/clerical positions within RMS that maintains the checks and balances and audit controls.
3. Assures monthly reconciliation of RMS general ledger accounts to the County's Fiscal Services accounts. This involves reviewing account activities, posting A/P payments, posting adjustments and entering monthly general journals, and other accounting functions as needed.
4. Produces various financial reports: financial, budgets, cash flow, customer sales, expense, recycling production and collection, recycling outbound, accounting and reconciliation, tonnage, DEP quarterly, top hauler report, waste detail, grid detail, etc. and distributes to management, commissioners, engineering consultants, solicitors, etc. as appropriate.
5. The Business Manager reviews reports and assists RMS management staff with cost analyses, revenue comparisons, and budget in-progress reviews.
6. Ensures data integrity of scales software and produces monthly transaction reports for directors and managers.
7. Acts as lead in capital and operational budget preparation for RMS departments. Instructs managers on materials/data needed, prepares reports, compiles budget data received from managers and prepares overall submissions to Fiscal Services.
8. Business Manager coordinates the Resource Management Services department ' s activities with Fiscal Services re: budget transfers, new vendors requesting new Asset Order Numbers, etc.; coordinate activities with internal and external auditors relating to A/R and A/P, and others as needed.

9. Responsible for maintenance, upgrading, and conversions of RMS databases including accounting software, scale software, time management software and coordinating training of staff on changes/enhancements as result of updates. Responsible for ensuring data collection includes required information to meet DEP and other state and local requirements.
10. Work with in-house accountant to produce analytical cost analyses and publish reports comparing current results with previous periods and showing the movement of funds within various reserves.
11. Assures County and business policies and procedures are followed for accounts receivable, accounts payable, purchasing, and inventory systems at RMS facilities.
12. Responsible for the coordination with managers on data needed for the annual DEP reports and is responsible for the submission of the reports to DEP.
13. Responsible for submission of quarterly DEP Act 101 reports and payments to the State and Brady Township.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Assistant Business Manager, Purchasing Agent, Customer Material Resource Specialist, Recycling Coordinator and Administrative Assistant. In the absence of the Director and Deputy Director supervises the Assistant Support Manager, Resource Recovery Assistant Manager, Assistant Operations Manager, Safety Training Coordinator and Engineer.

## **WORKING CONDITIONS**

Required to be available during regular office hours and during emergency situations, as they arise, at RMS facilities. Attends night meetings and travels distances to state wide and national meetings as required. Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

## **JOB REQUIREMENTS**

- Full performance requirements include a Bachelors degree in Business Management/ Administration and/or eight (8) years related experience. Experience may be substituted for formal education.
- Comprehensive knowledge of modern principles and practices of management techniques.
- Familiarity with state and federal regulations pertaining to solid waste disposal and the operation of a landfill.
- Managerial experience with planning, project management and budgetary responsibility.
- Effective writing and interpersonal skills are necessary to interact with employees, landfill customers, the County Commissioners, media, local, state, and federal government officials, and must be able to be bonded.
- Computer literate and possess skills in word processing, spreadsheets, and other database programs.