

**Hanover County Government**  
Department of Public Works  
Business and Operations Manager  
\$66,749.00 - \$90,111.00 Annually

**General Description:** This is a professional position. The incumbent performs complex tasks to oversee and manage the financial, office automation and support staff functions of the department and serves as a member of the management team.

**Organization:** The Business Management Officer reports to a Department Head or designee and supervises Administrative staff.

**Essential Functions:**

- Develops and manages budgeting and budget monitoring procedures, departmental finance policy development, accounting and purchasing procedures and cost analysis
- In concert with the Director and Deputy Director, formulates criteria and methods to ensure appropriate and timely reporting on all aspects of the department's mission and outcomes
- Assists the Director and Deputy Director in assessing departmental productivity to ensure adequate and appropriate resources are deployed for the Department to successfully meet performance goals and expectations
- Supervises and directs the administrative staff, and is responsible for performing their annual performance evaluations; Manages departmental timekeeping and payroll functions

**Department of Public Works Specific Functions:**

- Conducts research and performs analysis of critical data related to departmental finances, operational functions and capital projects.
- Provides support services in the areas of general ledger, accounts receivable, accounts payable and revenue accounting, financial analysis and projections, budget, and purchasing. Reconciliation of invoices and reimbursements for Transfer Station billing and grant projects.
- Provides support by creating and generating reports needed to demonstrate Regulatory Compliance as well as Workload Assessments.
- Prepares and maintains financial, grant and statistical reports, and related documents for financial operations.
- Monitors payroll, accounts payable, general ledger, procurement processes, and contracts.
- Tracks and projects trends related to Solid Waste Operations and Transfer Station activities; incoming tonnages of solid waste and recyclables.
- Supervises staff responsible for tracking financial reimbursements for grant projects that include stormwater, transportation, and airport projects.
- Provides general office support and customer service
- Serves as a member of the Management team, assuring adequate policy and procedural development of fiscal and administrative areas.
- Serves as the primary liaison between the department and Information Technology, with responsibility for coordinating the design, implementation and maintenance of advanced information systems
- Supervises record-keeping and records maintenance functions in accordance with needs and requirements of the department, and within the guidelines of the Library of Virginia

**Working Conditions:**

- A. Hazards
  - None Known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Exempt

**Knowledge, Skills and Abilities:** Knowledge of principles, methods and practices of accounting required. Must have ability to analyze and interpret data and prepare appropriate statements and reports. Also must possess general knowledge of records management best practices and records management systems. Ability to plan and manage projects independently. Must be able to establish and maintain successful relationships with staff, customers, vendors and citizens. General knowledge of the professional principles and practices of the department to which they are assigned. Excellent oral and written communication, required.

**Education, Experience and Training:** Bachelor's degree in business or public administration with a concentration in accounting or financial management required. Master's degree preferred with at least five (5)

years of progressively responsible experience in related field – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Complete Criminal Background Investigation/Criminal Records Check (including fingerprint check)
- Twelve-month probationary period
- Work beyond normal work schedule

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**[www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)**