Business Officer II

Summary of Role
Employees at this level are business officer professionals who apply knowledge of accounting, budget and business practices for a unit or division with dynamic funding sources and/or expenses including a variety of functional activities, programs, and/or services.

Scope
- Manage a variety of business functions with dynamic funding sources and/or a variety of functional activities, programs, and/or services with minimal supervision and direction.
- Interpret and/or modify policies and procedures to facilitate and ensure the application of sound business practices.
- Participate in the long-and short-term strategic goals and planning. May participate in planning for future growth.
- Conduct financial management responsibilities in an organization primarily funded by a variety of dynamic and multi-dimensional funding sources (e.g., multiple contracts and grants, receipts, etc.).
- Typically responsible for medium combined budgets.
- Require a thorough understanding of the applicable accounting and budgeting practices in order to contribute to budget development and/or capital expense proposals. Frequently serve as an internal resource on financial matters.
- Perform budget analyses and assist in conducting budgetary forecasting in a financial environment with variable revenue and expense.
- May function in a full supervisory role that includes the recruitment and selection of employees and/or provide assistance in human resources matters to a higher-level manager in conjunction with human resources.
- Assist with the development and implementation of work plans; conduct performance reviews; participate in the disciplinary process, as needed.
- Assess and assist in resolving unprecedented problems that require research and review of policy and procedures. Assist with resolving problems or compliance issues.
- Analyze moderately complex business operations and financial statements; and provide analysis to enable leaders to make recommendations for approval.

Education/Experience
Graduation from a four-year college or university and three years of experience in business or administration management to include experience in financial management; or an equivalent combination of training and experience.