

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF BUSINESS SERVICES

Basic Purpose:

The position assigned to this job is responsible for the direction, coordination and management of all phases of the professional finance and accounting functions for the agency.

Typical Functions:

- Responsible for the administration of professional finance and accounting functions for appropriate management of agency resources. Maintains an effective budget process complete with improving controls over expenditures.
- Ensures the agency has effective processing capabilities for prompt and correct payment of its obligations.
- Ensures that the policies and procedures for the assigned areas are current and aligned to meet the needs of the agency's operations; participates in top level management meetings involving the formulation and implementation of programs and policies.
- Produces management information and reports; responds to requests for information from executive staff, legislative staff and other stakeholders; facilitates informed and appropriate management decisions.
- Provides support to the Director to include strategic planning, reports and special projects.
- Manages the budget, staff, and resources for the assigned area.

Knowledge, Skills, and Abilities:

Knowledge of processes and principles of management and administration; of governmental budgeting, accounting and purchasing processes and principles; of gathering and analyzing data; of planning, composing and editing of department policies and procedures; of state and federal laws, rules, and regulations affecting the assigned areas; of the application of such laws, rules, and regulations at a public or governmental agency; of the legislative process; of business communications. Knowledge of, and skill in the use of, appropriate information technology. Ability to research and analyze complex information and formulate operational and lawful practices, policies, and

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procedures related to assigned areas; ability to communicate effectively both orally and in writing; to influence others; to establish and maintain effective working relationships; ability to plan, organize, and direct multiple projects simultaneously; to manage and administer multiple, complex functions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and six (6) years of professional progressive experience, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications: Master's degree and experience equivalent to or greater than that listed above.