

BUSINESS MANAGER (Wastewater Facilities)
Salary range as of 10/30/2025 \$75,947.53 up to \$89,350.04

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing the business and financial affairs of the Binghamton/Johnson City Joint Sewage Treatment Facilities. Critical responsibilities include administration of the Agency's bookkeeping, business and budgeting. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs responsible administrative and supervisory work in conducting business operations including purchasing and accounting functions: Develop realistic budgets; Maintains accurate financial reports and prepares preliminary budgets; Makes recommendations on budget matters, performance standards, staffing requirements, production controls, equipment needs and usage and program facilities: Reviews operating budgets to analyze trends affecting budget needs and consults with unit directors to insure adjustments to comply with budget requirements and to establish annual budgets; Recommends policies to support financial operations; Maintains liaison with outside contractors, fiscal officer, vendors, legal and financial advisors; procures services, equipment, goods, chemicals, material, supplies, insurance, office space, and major office equipment. Coordinates and oversees the business activities, financial records, and reports for the Treatment Plant, as well as purchasing, contracts, and insurance. Assists with Facilities Asset Management Program as well as the bookkeeping, billing, collection and financial aspects of the Industrial Wastewater Pretreatment program, municipal user flows, and the Flow Management Plan. Maintains general awareness of market conditions and sources of supply for items required in the operation and maintenance of the Facilities. Researches and compares characteristics and specifications for goods and services. Drafts and negotiates, bid invitations, requests for proposals contracts or grant applications; prepares comparative analysis of bid and proposal submissions, monitors contracts for compliance with financial terms; interprets contract terms; and develops solutions to contractual issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of business and public administration;
Thorough knowledge of modern practices, technologies and procedures of office management;
Good knowledge of generally accepted accounting principles and practices;
Good knowledge of budgetary management models appropriate for the implementation of an effective management program;
Good knowledge of organizational structure, functions, operations, objectives and goals of the agency and its programs;
Working knowledge of office equipment and network and communications technology;
Ability to establish and maintain effective working relationships with other agencies and community groups;
Ability to communicate both orally and in writing;
Ability to prepare and present reports on complex issues in a concise manner;
Ability to supervise in a manner conducive to full performance and high morale;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in accounting, business or public administration, finance, management or a field closely related to a business curriculum and four (4) years of professional level experience, or its part-time equivalent, in accounting, budget analysis/examination, or fiscal management, or a field closely related to the aforementioned; or,

- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Baccalaureate degree in accounting, business or public administration, finance, management or a field closely related to a business curriculum and five (5) years of professional level experience, or its part-time equivalent, in accounting, budget analysis/examination, or fiscal management; one (1) year of which must have been in supervisory capacity; or,
- C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Associates degree in accounting, business or public administration, finance, management or a field closely related to a business curriculum and seven (7) years of professional level experience, or its part-time equivalent, in accounting, budget analysis/examination, or fiscal management; one (1) year of which must have been in supervisory capacity; or,
- D) Nine (9) years of professional or paraprofessional work experience in accounting, business or public administration, finance, management, or a field closely related to a business curriculum, five (5) years of which must have been a professional level capacity, one (1) year of which must have been in a supervisory capacity.

Adopted: 7/12/11