

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Chief Financial Officer, Business Director

GRADE: 14

REPORTS TO: Speaker of the House and/or Chief of Staff

POSITION SUMMARY: This is an at-will, non-partisan administrative position responsible for facilitating the budgetary process and fiscal operation for the House of Representatives. The Chief Financial Officer/Business Director is responsible for researching complex state budget proposals, program analysis and development of the legislative budget. The Chief Financial Officer/Business Director is responsible for the fiscal operation and the administration of the House of Representatives. The Business Director develops and directs House policies and procedures necessary to ensure strict financial management, employment standards, as well as the protection and management of the physical assets of the House.

NATURE AND SCOPE: The Chief Financial Officer/Business Director reports directly to the Speaker of the House and the Chief of Staff. The Business Director is responsible for managing the Business Office, Human Resources, Information Systems, Financial Operations, and Facility Operations and Technical Services.

The Business Director monitors and participates in the on-going restoration of the Capitol Building. This includes attending meetings related to the restoration, researching and making recommendations to the Speaker of the House for necessary decisions in the process, reviewing and approving invoices for the restoration construction contractors, and expediting completion of each phase of restoration.

The Business Director consults with and appraises the Speaker of the financial management of the House and modifies the budget as necessary to meet changing needs and goals for future budgets.

Through the work of the Business Office, the Business Director is responsible for a variety of administrative duties in managing the operations of the House. The Business Director serves as liaison with state departments, particularly the Department of Management and Budget, to assure that services performed by various departments on behalf of the House are proper, accurate and timely.

The Business Director oversees Human Resources to ensure proper compliance with employment laws, hiring practices and negotiates benefits contracts on behalf of the House.

The Business Director is involved in complex day-to-day problem solving arising from difficult situations common to the high pressure legislative environment.

The Business Director must be able to develop and implement systems and procedures which take into consideration; the management goals of the Speaker and the Chief of Staff, sound business principles, appropriate technology, and future needs of the House of Representatives. Many of the systems developed are implemented through staff, which requires well developed interpersonal, communications, and management skills.

PRINCIPAL ACCOUNTABILITIES:

1. Develops and monitors the budget of the House of Representatives to ensure sound fiscal management of the House and accomplishment of the Speaker's priorities.
2. Serves as a member of the management team to contribute input on the legislative agenda and the management of the House of Representatives.
3. Performs a wide range of administrative duties to ensure smooth operations in financial management, asset management, telecommunications, and information technology.
4. Supervises the development and implementation of policies and procedures for the House.
5. Ensures accurate, confidential, and timely delivery of service from the Business Office, Human Resources, Financial Operations, Information Systems, and Facility Operations and Technical Services.
6. Negotiates contracts, such as health care benefit contracts or equipment leases, on behalf of the House to ensure adequacy and cost efficiency in the services provided.
7. Leads on special projects and other duties as assigned.

JOB QUALIFICATIONS: Bachelor's degree, and/or equivalent position related experience. The individual must have supervisory experience, accounting skills, and knowledge of the State of Michigan budget process. A demonstrated record of personal integrity while operating in a confidential manner.