

#12975 - BUSINESS ADMINISTRATOR IV - External

Edit Posting

Job Requisition: 12975

Posting Status: Posting live

Posting: 2

Posting Rule:

Job Posting URL: <http://tinyurl.com/y9q6rbjp>

Job Board: External

Posting Begin Date: 10/16/2018

Posting End Date:

Minimum Salary: 59,572.500

Maximum Salary: 70,843.500 USD

Location: US:NH:CONCORD US:NH:CONCORD

Details

Title: BUSINESS ADMINISTRATOR IV #14344

Description:

**State of New Hampshire Job Posting
Public Utilities Commission
Business Office
21 South Fruit Street, Concord, NH 03301**

**Business Administrator IV
Labor Grade 29
Position # 14344**

Summary:

To administer agency business management operations, including financial management, budget development and human resource activities for the Public Utilities Commission, the Office of the Consumer Advocate and the Site Evaluation Committee.

Responsibilities:

Formulates and manages operating and grant budgets for the Commission, the Consumer Advocate and the SEC, including authorizing improvements in budget administration and fiscal operations.
Develops and implement policies, procedures and systems for all financial operations and interprets legislative,

regulatory and accounting standards to comply with State and Federal accounting standards.

Prepares and monitors agency grants, requests for proposals and contracts, assessing needs and solutions as well as preparing submittals for Governor and Council and Fiscal Committee for the agency, testifying as needed.

Develops, assesses and implements human resource policies and procedures to ensure that such procedures are properly administered in accordance with State and Federal statutes and regulations.

Advises agency officials and administrators on strategic, technical and procedural matters related to human resource practices, employment law, and personnel rules. Provides direction and oversight of reclassification requests, disciplinary actions, and employee training and provides solutions for addressing organizational effectiveness.

Oversees all aspects of the operations of the Business Office and utilizes broad discretionary judgment to manage all functions and resources available to achieve the priorities and objectives of the organizations supported and to ensure compliance with statewide and federal rules and procedures, statutes, and internal policy and procedures.

Oversees all operational activities of the Commission and associated agencies including, but not limited to, building logistics and maintenance, office space planning, fleet management, recycling and purchasing.

Minimum Qualifications:

Education: Master's degree from a recognized college or university with major study in accounting, public administration, or business administration.

Experience: Seven years' professional experience in accounting or business administration involving fiscal management, including four years of supervisory or administrative experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

For further information please contact Eunice Landry, Business Office Director eunice.landry@puc.nh.gov, (603) 271-6008, 21 S. Fruit Street, Concord, NH. 03301.

EOE

TDD Access: Relay NH 1-800-735-2964