

BUSINESS ADMINISTRATOR  
(Rye City Golf Club)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class provides administrative support to the Manager and the Advisory Board of the Golf Club Commission, and is responsible for the general operations and supervision of staff functions relating to member services, accounting, pool operation and policies, relevant to the financial recordkeeping function of the club. The duties involve considerable leeway for independent judgment and action within established policies. Supervision is exercised over personnel assigned to the club. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Manager in developing/implementing long range financial plans, operating reports, forecasts and budgets;

Prepares budget, monitors and analyzes budget versus actual expenditures and recommends corrective action as needed;

Approves budgets, staffing and general operating procedures;

Oversees club operation on a daily basis; Responsible for member billing and payment procedures;

Prepares monthly financial and statistical reports for the Manager, Golf Club Commission and other club committees;

Interacts with members answering questions, solving problems, overseeing services and cleanliness of facility;

Monitors labor costs of the club: evaluates scheduled and actual labor hours and cost;

Functions as an administrative link between departments;

Undertakes special projects as requested by the Manager;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles, procedures and equipment involved in budgeting, purchasing office management and administration; familiarity with the organization, functions and goals of a public or private club/facility; ability to make clear and accurate analysis of facts, figures and processes; ability to plan and supervise the work of others; ability to meet and deal with people effectively; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to present oral and written reports and recommendations clearly and concisely; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness in handling administrative problems; tact; courtesy; good judgment; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Master's Degree\* in Business Administration, Accounting, Business Management, Finance or related field and two years of experience where the primary function was in finance, business administration, budgeting or financial recordkeeping, including or supplemented by one (1) year financial experience in a sports, health or country club, YMCA/YWCA or community center; or (b) A Bachelor's Degree\* in Business Administration, Accounting, Business Management, Finance or related field and three (3) years of the experience as stated in (a), including or supplemented by the one (1) year of specialized experience; or (c) An Associate's Degree\* in Business Administration, Accounting, Business Management, Finance or related field and five (5) years of experience as stated in (a), including or supplemented by the one (1) year of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

NOTE: Only experience gained after attaining the minimum educational level indicated in the minimum qualification will be considered in evaluating experience.