



Example of Business Manager, Senior Job Description

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Our company is growing rapidly and is looking for a business manager, senior. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business manager, senior

- Prepares and reviews employees Foreign Service Agreements (FSA), AWD increases and other various contract modifications as needed to ensure the proposed compensation is IAW the proposed labor category
- Reviews and authorizes billing invoices and ensures payment is received timely
- Conducts on-going reviews of all program financial systems to ensure compliance with the applicable regulations, policies and contractual requirements
- Prepares financial and administrative reports
- Manages and controls expenditures in accordance with budgeted amounts
- Advises staff on financial, technical and operational matters
- Provides oversight and attends all client business review meetings being led by site Business Directors
- Ensures all issues are handled promptly and that all communications are timely and accurate, including the quarterly Client Service reports
- Building qualitative and quantitative models to assess options, and estimate benefits required investments for implementation
- Building storylines and presentations to socialize strategies and build consensus, in order to drive transformational change

Qualifications for business manager, senior

- Technical writing skills to define and document system specifications
- Testing techniques (quality assurance skills including, but not limited to, unit

- Bachelor's degree in technical or business area and 3-5 years of formal business analyst experience, or 7 years equivalent work experience
- Ability to work 5 to 25% overtime
- Ability and willingness to travel as needed for project activities
- Understanding of Risk Compliance and Management, including experience with global risk consulting and internal audit software solutions, is a plus