

NAME \_\_\_\_\_

### SUPPLEMENTAL FORM FOR BUSINESS MANAGER V

It is essential that you complete this form as accurately and completely as possible to ensure that you receive the maximum credit to which you are entitled.

Be sure to include each relevant position. List each change in job title or promotion **SEPARATELY**. In describing your duties and responsibilities, avoid the use of vague, general terms, such as “was responsible for,” “handled,” “see attached resume,” etc. Give specific examples using detailed language, which will clearly depict the scope and level of your work.

**You may attach plain sheets of paper, if additional space is needed.**

- .....
1. Financial Management – Financial management is concerned with the financial affairs of an organization, including budgeting, accounting, reporting, and the analysis and interpretation of the financial significance of past events and future plans. It involves the art of interrelating data to obtain a perspective of the total financial situation that will assist managers in planning and decision-making. Describe your experience in this area.

**Name of Employer** \_\_\_\_\_

Your Job Title \_\_\_\_\_

A detailed description of your duties in the area of financial management:

The dates you were responsible for performing these financial management duties (From and to, month and year)

The average number of hours you spent per week on these financial management duties \_\_\_\_\_

2. Budget Preparation – Budget preparation involves the total formulation process of the budget. It involves the development of a budget plan, providing justifications for the expenditures and presenting and defending the budget plan to the final authoritative body within an organization (i.e., the Legislature, Board of Directors, etc.). Describe your experience in this area.

**Name of Employer** \_\_\_\_\_

Your Job Title \_\_\_\_\_

A detailed description of your duties in the area of budget preparation:

The dates you were responsible for performing these budget preparation duties (From and to, month and year)

The average number of hours you spent per week on these budget preparation duties \_\_\_\_\_

3. Budgetary Control – Budgetary control is concerned with determining and ensuring that approved budget plans are implemented accordingly. It involves responsibility for the control of funds, program adjustments, review of reports, and preparation of reports (i.e., variance reports, etc.). Describe your experience in this area.

**Name of Employer** \_\_\_\_\_

Your Job Title \_\_\_\_\_

A detailed description of your duties in the area of budgetary control:

The dates that you were responsible for performing these budgetary control duties (From and to, month and year)

The average number of hours you spent per week on these budgetary control duties \_\_\_\_\_

4. Business Management Functions – Business management functions include management studies of daily operational functions, cost analysis, personnel, and other administrative responsibilities. Describe your experience in this area.

**Name of Employer** \_\_\_\_\_

Your Job Title \_\_\_\_\_

A detailed description of the business management functions you performed:

The dates that you were responsible for performing these management functions (From and to, month and year)

The average number of hours you spent per week on these management functions \_\_\_\_\_

5. Do you possess one year of supervisory experience as described in the job announcement?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please provide the following information:

A. Name of employer \_\_\_\_\_

B. Your job title \_\_\_\_\_

C. Average number of hours worked per week \_\_\_\_\_

D. Name and title of your supervisor \_\_\_\_\_

E. A detailed description of your supervisory duties. Indicate the numbers, title and functions of your subordinates. Describe how you planned and directed the work of your subordinates; assigned and reviewed their work; and trained and developed new employees.

F. The complete dates that you were responsible for performing these supervisory duties:

From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
month year month year

6. Are you substituting an advanced degree or a CPA certificate for a portion of the required experience?

Yes No \_\_\_\_\_

If "Yes," please submit a copy of your transcripts or a copy of your CPA certificate to receive credit for the substitution.

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I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_