

Job Opportunity: Business and Operations Director

POSTING DATE: 07/02/2021 – 7/23/2021
POSITION & PROGRAM: Business and Operations Director
Business and Operations Department

POSITION DESCRIPTION:

This is specialized work in directing and managing the business, facilities and informational technology functions of Riverside. The Business & Operations Director is responsible for the direction and leadership of the agency's Business, Facilities and IT Departments, including the development and administration of policies in accordance with federal, state and county rules and regulations. The Business & Operations Director is a member of the Executive Team.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree in accounting, finance, public or business administration or related field
- Business Manager's Certification
- Minimum of five (5) years senior work experience supervising or managing a broad spectrum of financial functions
- Experience performing high-level analysis, judgment and recommendations to Superintendent and Board level on budgetary and other financial matters
- Demonstrated leadership in converting complex budget/financial scenarios within operating budgets into winning solutions
- Demonstrated ability to supervise five (5) or more staff
- Demonstrated ability to manage multiple priorities in a diverse working environment
- Computer literate and considerable experience with effective use of computer systems
- Satisfactory criminal background and Abuser Registry checks and pre-employment drug test

PREFERRED QUALIFICATIONS:

- Master's degree in accounting, finance, public or business administration or related field
- Five (5) years' experience at the graduate level
- Public accounting experience at the senior level

DUTIES:

- Provides leadership to plan, develop, implement and evaluate the business, facilities and IT functions.
- Responsible for assuring compliance with all applicable laws, statutes, rules, regulations, codes, standards and agency policies.
- Provide supervision to assigned staff. Evaluates performance of staff, helping to establish objectives to promote professional growth.
- Develops and analyzes data for annual budget, five and ten-year planning budget and departmental budgets. Develops financial projections for tax levies and bond issues. Provides technical assistance to department heads on budget matters. Completes annual reporting requirements to Federal, State and Local government locales, including the Medicaid Cost Report, Federal Awards A-133, GASB 33-36, Ohio Campaign Finance Report, Annual Charitable Registration, etc.
- Manages the work of all business office staff to ensure that general ledger, payables, receivables, payroll, purchasing, inventory and reconciliation functions are completed in a timely, efficient and accurate manner. Ensures that all functions are performed in accordance with statute, rules and regulations and audit requirements governing the programs' functions.
- Reviews/monitors the financial condition of the Board, ensuring that financial reports are completed for presentation. Keeps abreast of state and federal programs and the impact they may have on the Board's revenue and service obligations.
- Monitors receipts and expenditures, notifying the Superintendent of problems and opportunities. Ensures that billing for and receipt of federal funds is completed in a timely manner. Evaluates areas of liability, and develops programs for risk management.
- Complete applications for federal and state grants for programs, Fleet and Liability Insurance renewals annually. Annual grants include but are not limited to Medicaid Administrative Claiming and Title XX. Monitor and capitalize on revenue streams such as MAC and TCM to ensure funds are being generated at the highest levels possible
- Manage the facilities and IT departments including oversight of day-to-day functions and coordination of purchases, projects and maintenance.
- Provides oversight for the implementation and operation of Medicaid Administration Claiming Program (MAC) and to ensure that policy decisions are implemented appropriately.
- Coordinates and manages the contract functions of the Board, including ensuring they meet the Assistant Prosecuting Attorney approval and are processed according to required policies and procedures.
- Performs any other related duties as assigned.

HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.

SALARY: \$36.36/hour or higher based on experience

FLSA: Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Work Options

TO APPLY: Please submit applications/resumes by **July 23, 2021**

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| Email | careers@riversidedd.org |
| US Mail/Hand Delivery | 1625 Troy Sidney Road, Troy, OH 45373 |
| Fax | 937.332.3490 |

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.