



## JOB POSTING

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**POSTING DATE:** April 10, 2018 until filled. Applications received on or before April 16, 2018 will be given priority.

**POSITION:** **BUSINESS MANAGER**

**QUALIFICATIONS:**

- Bachelor's Degree in accounting, finance, or related field.
- Three (3) years of experience supervising general accounting functions.
- Computer literacy; proficient in Microsoft Word, Excel, Outlook, data entry, electronic financial management systems and payroll systems.
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Maintain the ability to pass a drug screen.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.
- Must be able to maintain the ability to drive Company and/or personal vehicles for work purposes.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in Public or Business Administration.
- Five (5) to ten (10) years of experience supervising general accounting functions in Non-Profit and For-Profit businesses.

**DUTIES:**

- Provides leadership to plan, develop, implement and evaluate financial services and contributes to the strategic management of resources through interaction with the CEO. Assures office compliance with all applicable laws, statutes, rules, regulations, codes, standards and agency policies. Utilizes good communication skills in written and interpersonal competencies to interact with a wide variety of staff and persons served.
- Assists the CEO in strategic planning, developing and monitoring budgets. Prepares breakdowns of budgets and monitors budget objectives. Performs detailed analyses of operation variances between contract costs, actual costs and budget projections. Recommends cost allocations and methodologies. Develops business plans for current and proposed contracts and business opportunities. Participates in long range fiscal planning.
- Reviews/monitors the financial condition of the company, including cash management, ensuring that financial reports are completed for presentation to the RT Industries' Board. Attends Board Meetings to present such. Keeps abreast of State and Federal programs, including Medicaid billing opportunities and the impact they may have on the company's revenue and service obligations. Oversees the monitoring of Medicaid billing to ensure delivered services and supports are billed for and revenue is received. Compiles quarterly and annual reports for State Use contracts to the Department of Administrative Services.
- Provides strategic support and guidance to the CEO as relates to revenues and expenses, use of buildings and grounds, use of technology and any other matters of a visionary nature important to the success of the company. Develops and updates overhead and personnel rates for all contracts. Provides regular and detailed reporting to enable operational efficiency and fiscal management utilizing various computerized systems and work processes typically derived using good cost accounting logic and method.
- Provides direct guidance to and supervision of the Business Assistant and Billing Coordinator. Oversees the Accounts Payable, Accounts Receivable and Payroll functions. This may include functional supervision of established personnel and/or the determination to contract for such functions. Maintains contact/works in conjunction with the identified Accounting Firm for the preparation of RTI's Annual Audit. Maintains the coordination of physical inventories including fixed assets.
- Participates in salary and benefit analyses and maintains the administration of STABLE Accounts and employee retirement plans.
- Performs other related duties as assigned.

**HOURS:** Forty (40) hours per week, flexible as needed. May be expected to work outside normal hours of operation.

**SALARY:** Commensurate with experience, education and knowledge.

**FLSA:** Exempt from overtime.

**CONTACT:** To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The RTI application can be completed at RT Industries or downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).

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