

Job Opportunity: Business Director

POSTING DATE: 09/23/2024 – Until Filled
POSITION & PROGRAM: Business Director/Miami County DD and Preble County DD
Business Departments

POSITION DESCRIPTION:

The Business Director will direct and manage the business functions and fiscal activities of the Miami County Board of DD and the Preble County Board of DD. In collaboration with the Superintendent, the Business Director develops short- and long-term budget projections including tax levy planning. The Business Director is a member of the Executive Team for both Miami County Board of DD and Preble County Board of DD.

As an employee of the Miami County Board of Developmental Disabilities and the Preble County Board of Developmental Disabilities, 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. Master's degree preferred.
- Business Manager's Certification upon hire
- 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 three (3) or more staff
- Demonstrated ability to manage multiple priorities in a diverse working environment
- Competency in Microsoft Office Applications
- Strong oral and written communication skills
- Satisfactory criminal background and Abuser Registry checks and pre-employment drug test

DUTIES:

- Plan, develop, implement and evaluate the business functions of Miami DD and Preble DD. Training in DD finances and business management is provided.
- Develops and analyzes data for annual budget, five and ten-year planning budget and departmental budgets.
- Reviews/monitors the financial condition of the Board, ensuring that financial reports are completed and presented to the Board.

- Provides technical assistance to department directors on budget matters and business procedures.
- Completes annual reporting requirements to Federal, State and Local government locales, including the Medicaid Cost Report, Federal Awards A-133, GASB reports, 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
- Complete applications and reports for federal and state grants for programs, annual Insurance renewals annually.
- Coordinates and manages the contract functions of the Board
- Develops and maintains collaborative relationships with pertinent county agencies.
- Performs any other related duties as assigned.

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

SALARY: \$41.28/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

Email	careers@riversidedd.org or careers@prebledd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373 or 200 Eaton Lewisburg Road, Eaton, OH 45320
Fax	937.332.3490

A Miami County Board of DD or Preble County Board of DD application **must** be completed Applications are located at <https://www.riversidedd.org/riverside-careers> or prebledd.org/home/careers/

The Miami County Board of Developmental Disabilities and the Preble County Board of Developmental Disabilities do 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.