



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

BUSINESS MANAGER

SUPERVISOR:

SUPERINTENDENT

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree required, preferably in the fields of accounting, finance or business administration
- 3 years of demonstrated supervisory experience; experience working in the field of developmental disabilities is a plus.
- Demonstrated leadership with complex budget/financial scenarios.
- Demonstrated experience with long and short range planning.
- Experience in effectively collaborating with community resources and governmental agencies.
- Current and valid Ohio driver's license with an acceptable driver's abstract in order to meet criteria for insurability

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent communication skills (verbal, written, and interpersonal)
- Strong organizational and time management skills.
- Requires proficient knowledge and regular use of Microsoft Excel.
- Knowledge of business management practices including, but not limited to: budgeting, contracting, preparing, analyzing, and interpreting financial reports, forecasting, marketing, strategic planning and scheduling.
- Ability to effectively complete financial reports, projections, and extended forecasts

STATUS/SALARY:

- Position is unclassified, salaried, contract position; Exempt management employee
- Salary commensurate with education and experience

LOCATION:

499 North State Street, New Lexington, OH 43764

SCHEDULE:

8:00am– 4:00pm, M-F, schedule may vary as determined by Supervisor. May be required to flex schedule, work evenings and weekends, but not routinely work more than 40 hours per week.

POSTING DATES:

EFFECTIVE DATE: Monday, October 31, 2016

REMOVAL DATE: Friday, November 18, 2016

APPLY TO:

Jessica Stroup, HR Manager

499 North State Street

New Lexington, OH 43764

j.stroup@perrydd.org

Administrative Office
499 N. State St.
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

PerCo, Inc.
2235 St. Rt. 13 NE
New Lexington, OH
43764
(P) 740-342-5156
(F) 740-342-3255

Service Coordination
445 W. Broadway St.
Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Help Me Grow
128 S. Main St.
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418

Activity Center
5720 St. Rt. 345 NE
New Lexington, OH
43764
(P) 740-342-3905
(F) 740-342-3905

This Agency is an Equal Opportunity and Service Provider

Partnering with the community by using available resources to support individuals with developmental disabilities.