

## PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

Position Title: ***Business Manager***

Department/Location: Administration

Location: 499 North State Street, New Lexington, OH 43764

Supervisor: Superintendent

Normal Working Hours: Full-time position, routinely 8 hours per day, may be required to work evenings

FLSA Status/Classification : Unclassified, Salaried, Contract position, Exempt Management Employee

Salary Range: Commensurate with education and experience

Safety-sensitive: No

### ***SUMMARY***

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Under general guidance and direction of the Superintendent, the Business & Medicaid Services Manager serves as a member of the administrative [leadership] team and oversees the business functions of the Perry County Board of Developmental Disabilities and is also responsible for advising the Superintendent, the Board, and the Perry County Commissioners on the financial status of the organization and for making recommendations for fiscal sustainability. The Business & Medicaid Services Manager serves in the capacity of PCBDD Medicaid Services Manager to perform duties and responsibilities in accordance with Medicaid claiming, policy, procedures, and implementation.

### ***MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE***

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- 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***

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- Excellent communication skills (verbal, written, and interpersonal)
- Strong organizational and time management skills.
- Requires proficient knowledge and regular use of Microsoft Excel.
- Knowledge of:
  - PCBDD services and the statutory authority vested in the Board.
  - Ohio Revised Code and Ohio Administrative Code.
  - Government accounting and regulations.
  - DoDD rules and regulations as they apply to financial reports.
  - Local human service system and other available community resources.

- Business management practices including, but not limited to: budgeting, contracting, preparing, analyzing, and interpreting financial reports, forecasting, marketing, strategic planning and scheduling.
- Skills:
  - Language Skills: Ability to read, analyze and interpret complex documents, professional journals, technical directions, and government regulations. Ability to write reports, business correspondence, and procedures.
  - Mathematical Skills: Demonstrated proficient skills in calculating figures and amounts such as proportions, area, and percentages. Ability to apply concepts such as fractions and ratios to practical situations and to create and interpret graphs. Ability to effectively complete financial reports, projections, and extended forecasts.
  - Reasoning Ability: Demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in statistical or diagram form and deal with several abstract and concrete variables.
- Ability to:
  - Work as a collaborative member of the PCBDD Leadership Team.
  - Maintain confidentiality.
  - Establish and maintain a positive rapport with other organizations and department heads.
  - Work a flexible schedule with the potential of work outside routine business hours; may include evenings.
  - Tolerate a high level of stress and work under pressure of deadlines
  - Be adaptable to changing technology environments

### ***PROBATIONARY PERIOD***

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Management contract, at-will employee. A probationary period does not apply to this position.

### ***WORKING CONDITIONS***

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 85% in office, 15% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced, requiring the ability to be self-motivated, plan and organize time, and ability to adhere to mandated timelines. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – Position requires sitting for long periods of time, alternating between standing and walking. Minimal physical labor is required. Long hours may be spent in front of a computer screen. No heavy lifting (more than 30 lbs.) is required.

## **POSITIONS SUPERVISED**

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Maintenance Supervisor, Billing Specialist, Business/IT Assistant

## **ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

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### **75% BUSINESS MANAGER**

Direct, conduct, coordinate, and monitor a variety of fiscal control activities including but not limited to: the operating budget, long-range financial planning, payroll, accounts payable, accounts receivable, grants, purchasing, and federal financial participation as it applies to the Medicaid Waiver Program.

Project revenues and expenditures, prepare, review, monitor, reconcile, and revise agency budget and appropriations, including Family and Children First Council; represent agency with County Auditor, County Commissioners, and other related agencies. Advise Superintendent and the board regarding fiscal and budgetary issues and problems, and make recommendations for cost containment, when necessary.

Maintain necessary records for cost reports and financial statements; prepare cost report, financial statements, and all other required financial reports. Reporting may be a combination of monthly, quarterly or annual cycles.

Monitor funding and billing systems and explore additional funding, as necessary.

Develop contracts and competitive bidding specifications; coordinate major purchases and projects.

Calculate employee salaries, paycheck adjustments, as necessary, for new, reassigned or resigning employees.

Maintain positive working relationships and open communication with the County Auditor's Office and the County Treasurer's Office. Issue purchase orders for purchase requests. Oversee preparation of vouchers for payment by Auditor's office. Oversee recording and depositing of revenues with County Treasurer. Oversee preparation of payroll and employee insurance invoices.

Record, coordinate and report data in various information systems including but not limited to: Infallible, DODD Applications, F&CFC MHAS iPortal, and ODH GMIS. Oversee and monitor IT services.

### **15% MEDICAID SERVICES MANAGER**

Serve as PCBDD Medicaid Services Manager and chair the Medicaid Policy Committee. Responsible for preparing meeting agendas, financial spreadsheets, and supplying data related to MEORC financials. Collaborate with the Waiver Manager, as necessary. Serve as MAC Assistant Coordinator and Medicaid claims attester.

### **5% SUPERVISORY ROLE**

Plan and arrange for the ongoing professional growth of assigned staff. Establish performance objectives for staff consistent with desired organizational outcomes, individual staff strengths, and professional growth/development needs. Conduct annual performance evaluations in accordance PCBDD policy, and provide regular feedback on performance.

Implement and administer PCBDD personnel policies and procedures.

Interview and recommend qualified applicants for vacant fiscal positions. Provide department orientation and training to new staff members.

**5% MISCELLANEOUS**

Serve as a member of Perry Housing Coalition, Inc. and as a signatory on the Supported Living checking account at Perry Metropolitan Housing Authority, and attend meetings, as required.

Assume other related duties as assigned, including, but not limited to, committee work, meeting attendance, professional growth activities, and perform other duties as assigned.

***DECLARATION***

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

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Signature

\_\_\_\_\_  
Date