



The Morrow County Board of Developmental Disabilities (Morrow DD) is seeking a Director of Finance and Operations who is responsible for the efficient and effective operation of the Business Office of Morrow DD, managing the business, human resources, financial, operations, and information technology (IT) systems.

Primary Job Responsibilities

- Direct, coordinate, and manage a variety of fiscal control activities of the Morrow County Board of DD, including but not limited to: developing the annual budget, accounts payable/receivable, grants, purchasing, and long range planning; implementing the approved budget; ensuring appropriate accounting and auditing procedures are implemented and followed; developing monitoring tools and preparing monthly status reports; ensuring financial reports are completed for presentation to the Board; developing and analyzing data for the annual budget, annual report, long range financial planning, and all departmental budgets; developing financial projections for tax levies and bond issues, and providing technical assistance to administrators and board members regarding fiscal matters.
- Manage the Morrow County Board of DD's financial and information technology (IT) systems; develop policies and procedures for financial, operations, IT and budgeting functions, as well as coordinate all bids and requests for service proposals and grants.
- Oversee the financial aspects of facilities and grounds management, review purchase requisition recommendations and the request for substitute staffing; manage the material resources of the Morrow County Board of DD by: ensuring that reconciliation and inventory functions are completed in a timely, efficient and accurate manner; monitoring receipts and expenditures, as well as all financial policies and procedures of the Board; notifying the Superintendent of problems and opportunities, as well as evaluating areas of liability and developing programs for risk management.
- Direct and manage the business of other programs or projects for which the Board is the fiscal agent and assist with accounts payable, billing (including Medicaid and grants,) purchasing and payroll functions; ensure that all necessary reports are completed and submitted as required by various governmental and independent funding sources, and the Morrow County Board of DD, as assigned by the Superintendent.
- Serves as the County Board's MAC Coordinator, working with the MAC Asst. Coordinator to manage the implementation and operation of Medicaid Administration Claiming (MAC)
- Oversee that all agency personnel records are maintained and acts as liaison between Morrow County Board of Developmental Disabilities and the Ohio Department of Developmental Disabilities, and other licensing agencies.
- Coordinate and oversee personnel activities and the preparation of personnel administrative reports; monitor accurate implementation of all grievance procedures and personnel actions involving agency staff.
- Manage staff benefits enrollment/termination and related reports, process related information as required for employment.
- Oversee the posting of positions, interview process, hiring recommendation, evaluation, and certification activities related to all agency personnel.
- Assure that all business and personnel functions are performed in accordance with local, state, and federal statute, rules and regulations and audit requirements governing the program's function, cooperating and interacting with the Ohio Department of Developmental Disabilities and other entities in relation to program reviews or fiscal audits.

- Serving as the HIPAA Security Officer, understand the HIPAA Security Rule, keeping up-to-date with changes to the regulations; working with the Privacy Officer to develop and implement policies and procedures and training to safeguard PHI (may work with vendors to accomplish); working with IT and contract personnel to identify and evaluate threats to the integrity of PHI; develop and implement action plans for addressing risks to PHI; ensuring appropriate administrative, physical and technical safeguards are implemented and checked.
- Assist in the completion of human resource functions and perform duties in the absence of the HR/Fiscal Coordinator.
- Provide technical assistance to and backup the Director of Adult and Community Services in the management of the scanning services department.
- Maintain the Board's website, coordinating information from other personnel and entities as appropriate.
- Attend conferences, seminars, training/educational sessions, and committee meetings and perform other duties as assigned by the Superintendent.

Job Specifications

- Serve as a member of the Superintendent's executive staff. Maintain a professional appearance and demeanor at all times and project a positive impression to staff and the community.
- Position will require travel out of the county (occasionally overnight) for meetings, conferences and seminars.
- Position is overtime exempt. Working hours stated are general, position is expected to work hours necessary to complete the functions of the position.

Qualifications

- Holds a bachelor's degree or a master's degree from an accredited college or university in accounting, business administration, finance, public administration, or a related field of study; or holds a bachelor's degree or a master's degree from an accredited college or university in any field of study and has at least two years of full-time (or equivalent part-time), supervised, paid work experience with demonstrated competency in accounting, financial management, and budgeting; or is a certified public accountant.
- Computer literacy with preferred experience in financial programs for computer systems
- Satisfactory completion of BCII/FBI and other required background checks. Compliance with Board employment policies/procedures.

Desired Personal Dimensions:

- Three years' work experience supervising or managing a broad spectrum of financial and/or personnel functions, preferably in a public/government role desired.
- Ability to foster a positive work culture as a leadership team member.
- Ability to communicate and work with others effectively, work on more than one project or initiative at a time and to prioritize tasks, delegate authority and responsibility.
- Strong character values in integrity and ethics, demonstrating respect, support and advancement of the rights of all individuals with developmental disabilities.