

Job Opportunity: Shared Business Director

POSTING DATE: 12/10/2024 – Until Filled
POSITION & PROGRAM: Shared Business Director/
Miami County Board of Developmental Disabilities and
Preble County Board of Developmental Disabilities
Business Departments

POSITION DESCRIPTION:

The Shared Business Director will direct and manage the business functions and fiscal activities of the Miami County Board of Developmental Disabilities (MCBDD) and the Preble County Board of Developmental Disabilities (PCBDD). 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 MCBDD and PCBDD.

As an employee of MCBDD and PCBDD, 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 MCBDD and PCBDD. 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., evenings as needed for Board Meetings or community functions

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@miamicountydd.org or careers@prebledd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373 or 212 W Main Street, Eaton, OH 45320
Fax	937.332.3490

A MCBDD or PCBDD application **must** be completed

Applications are located at <https://www.riversidedd.org/join-us> or prebledd.org/home/careers/

MCBDD and PCBDD 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.