

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: Business Manager
DEPARTMENT: Job and Family Services

PAY GRADE: 9
STATUS: Unclassified, FLSA
Administrative Exemption

PURPOSE OF POSITION

The purpose of this position is to manage, monitor and process all local, state and federal allocations and appropriations for the agency. This position also oversees plans, directs and supervises the daily operation of the fiscal unit.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Reviews, prepares and ensures monthly reporting is balanced with the County Auditor and is appropriately coded and submitted timely to the state via import or data entry.

Manages and monitors all local, state and federal allocations and appropriations awarded to the agency.

Prepares, monitors and tracks contracts and sub-grant agreements for the agency; drafts requests for proposals (RFP); conducts RFP hearings; participates in RFP rating; assists in selecting best bid.

Prepares agency budget; plans, directs, and manages fiscal control activities; monitors budget; prepares cash forecasts; prepares monthly, quarterly and yearly fiscal reports; monitors and supervises preparation of agency bills and payroll; oversees accounts payable and receivable; advises administrative officials and budgetary matters.

Supervises staff; assists in interviewing hiring and training new employees; plans, coordinates, assigns and reviews work; monitors workloads and staff assignments; acts on employee problems, provides resolution and mediation; evaluates performance and makes recommendations concerning transfers, promotions, discharges, and salary increases; serves as intermediate step in grievance procedures; and assists with employee disciplinary actions.

Explains and answers questions with regard to the agency's financials during the annual audit by the Auditor of State.

Evaluates fiscal policies, procedures, and programs; develops policies and procedures to implement programs; makes eligibility judgements on programs; reviews and approves payroll, contracts and leases.

Attends meetings, seminars, conferences and training sessions to remain current with state and county policies and procedures.

ADDITIONAL FUNCTIONS

Serves as back-up for processing agency's payroll.

MINIMUM QUALIFICATIONS

Bachelor's Degree with major coursework in finance, accounting, business administration, public administration, or human resources with a minimum of three years' of experience, one of which should include supervisory experience, in a position involving fiscal or budgeting responsibilities or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Valid Driver's license required.

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PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid to upper-level data analysis including the ability to manage and correlate using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction: Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as legal briefs, economic analysis, and organizational analysis.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a personal computer and other office machines and a vehicle, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of moderately light objects and materials. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.