

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

BUSINESS MANAGER

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Bachelor's degree in business/accounting or related area.

Mathematical ability, including ability to calculate fractions, decimals and percentages, and to set up and solve algebraic equations.

Strong critical thinking, organizational, and multi-tasking skills.

Minimum of five years related working experience in accounting.

Interpersonal skills, including ability to clearly communicate with management, staff, consumers and families; good speaking, listening and writing skills.

Proficient with Microsoft Excel, Word, database management applications and general ledger software.

Supervisory experience.

Must have a valid Ohio driver's license and a fully insured, personal vehicle for agency use. Must maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

Preferred:

Knowledge of public accounting. Financial experience in a government facility. Previous working experience in a social service/health area.

RESPONSIBILITIES

Supervise daily financial operations of the board.

Oversees purchasing, accounts payable, accounts receivable, consumable supplies, courier, and records retention.

Provide direct and functional supervision to departmental staff.

Assume continuity and follow through of financial information. Provide assistance and backup to various department functions.

Assist with and be accountable for information provided for fiscal audits and program reviews (certification/accreditation) on Board activities.

Conduct regular staff meetings.

Oversee the Family Support Services Program of the agency.

HOURS Generally 8:00 a.m.-4:00 p.m. Must be flexible to meet the needs of the agency.

SALARY: Level 6 (Management Contract)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org

This agency supports the full intent and goals of Equal Employment Opportunities and insures that all employees and applicants will be afforded equal opportunities for appointment, promotion, training, career advancement and recognition without regard to mental handicap, physical handicap, sex, race, color, religion, national origin, age or political affiliation.