

601 Senior Drive
New Lexington, Ohio 43764
Phone: 740-342-3542



INTERNAL AND EXTERNAL POSTING

INTERVIEWS WILL BE SCHEDULED FOR APPLICANTS WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE:
April 10, 2025

POSTING REMOVAL DATE:
May 2, 2025 at 5:00PM

FINANCE DIRECTOR

Under the general guidance and direction of the Superintendent, the Finance Director oversees all the activities and functions of the Finance Department to ensure they align with the PCBDD mission, vision, and values. The FD performs specialized work coordinating and representing the agency in several significant aspects, including but not limited to budgeting; financial projections; fiscal control activities and reporting; revenues and expenditures; payroll, including wages and benefits; Medicaid services and claiming; and managing data in various information systems.

SUPERVISOR	<ul style="list-style-type: none"> • Superintendent
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree required in the fields of accounting, business administration, finance, public administration, or a related field of study. • Demonstrated leadership with a minimum of 5 years' supervisory experience. • 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. • Excellent verbal, written, and interpersonal communication skills. • Excellent organizational and time management skills. • Proficient knowledge with routine use and understanding of multiple information systems. • Valid driver's license with own transportation and acceptable driver's abstract to meet criteria for insurability, as driving is an essential function of the position. • Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
SALARY & STATUS	<ul style="list-style-type: none"> • Position is unclassified, management, contract position, overtime exempt. • Salary is commensurate with education and experience.
PRIMARY LOCATION	<ul style="list-style-type: none"> • PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
SCHEDULE	<ul style="list-style-type: none"> • Full-time position, hours vary, program needs determine schedule, may be required to work evenings and/or weekends.
WORKPLACE CULTURE	<ul style="list-style-type: none"> • Flexible and family-friendly work environment. • Progressive organization focused on innovation, leadership, and culture. • High levels of employee engagement.
APPLICATION PROCESS	<p>Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org. The PCBDD Employment Application is available at www.PerryDD.org.</p>

601 Senior Drive, New Lexington, Ohio 43764
Phone: 740-342-3542
Fax: 740-342-1081

TITLE: FINANCE DIRECTOR

DEPARTMENT: Finance	POSITIONS SUPERVISED: Medicaid Services Manager, Business/IT Specialist, Maintenance Manager
LOCATION: 601 Senior Drive, New Lexington, OH	SALARY RANGE: Commensurate with education and experience
SUPERVISOR: Superintendent	FLSA STATUS: Exempt Management Employee
NORMAL WORKING HOURS: Full-time position, hours vary, program needs determine schedule, may be required to work evenings and/or weekends.	CLASSIFICATION: Unclassified, Salaried, Contract position
PROBATIONARY PERIOD: N/A, terms of employment are outlined in the management contract.	SAFETY SENSITIVE: Yes

SUMMARY OF POSITION:

The Finance Director (FD) is a directional position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to move the department and organization forward according to the Board's strategic plan. Under general guidance and direction of the Superintendent, the FD oversees all the activities and functions of the Finance Department to ensure they align with the PCBDD mission, vision, and values. The FD participates in agency-wide strategic planning activities and is responsible for providing program leadership, administrative leadership and supervision of personnel in the Finance Department. The FD also advises the Superintendent and the Board on matters and issues related to the Finance Department.

The FD performs specialized work coordinating and representing the agency in several significant aspects, including but not limited to budgeting; financial projections; fiscal control activities and reporting; revenues and expenditures; payroll, including wages and benefits; Medicaid services and claiming; and managing data in various information systems.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor's degree required in the fields of accounting, business administration, finance, public administration, or a related field of study.
- Demonstrated leadership with a minimum of 5 years' supervisory experience.
- 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.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent organizational and time management skills.

- Proficient knowledge with routine use and understanding of multiple information systems.
- Valid driver's license with own transportation and acceptable driver's abstract to meet criteria for insurability, as driving is an essential function of the position.
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- PCBDD services and the statutory authority vested in the Board; Ohio Revised Code, Ohio Administrative Code, and Ohio Department of Developmental Disabilities (DODD) rules and regulations as they apply to supporting people in their communities
- Medicaid services applicable to the developmental disabilities field
- Local human service systems and other available community resources

Skills in:

- Robust leadership approach with demonstrated successful outcomes
- Sharp capacity for systems thinking and effective and engaging communication
- Oral and written communication, including documentation, training, public speaking, and sensitive situations

Abilities to:

- Comply with PCBDD services, policy, and procedures.
- Read, analyze, and interpret complex documents, professional journals, technical directions, and government regulations; write reports, business correspondence, contracts, and procedures.
- Work as a collaborative member of the PCBDD Senior Leadership Team.
- Establish and maintain a positive rapport with other organizations and department heads.
- Tolerate a high level of stress and work under pressure of deadlines.
- Demonstrate emotional intelligence, flexibility, and adaptability regarding change and unpredictable environments.
- Lead strategically, stimulate creativity, and motivate and inspire higher levels of performance.

EXPECTATIONS & WORKING CONDITIONS:

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 bloodborne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 85% in office, 15% travel and remote work commitments. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is self-directed, requiring the ability to be self-motivated, plan and organize time, and to adhere to mandated timelines. Exercise flexibility to accommodate varying schedules within the Finance Department and overall agency. Regular, predictable, and punctual attendance is an essential function of the position.

Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Physical Demands – Requires sitting for periods of time, alternating between standing and walking. Significant time is spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication, exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take the initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD strategy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES:

50% Program Leadership

Vision

- Cast a vision and strategic direction for the development and growth of the Finance Department.
- Provide leadership to plan, develop, implement, and oversee services designed to support people in their communities. These include, but are not limited to payroll, business operations, fiscal reporting, Medicaid services and claiming, and managing data and various information systems.

Oversight

- Direct, conduct, coordinate, and monitor a variety of fiscal control activities relating to agency budgets, Medicaid cost report, County Board Cost Projection and other long-range financial planning and required state and federal reporting, payroll, accounts payable, accounts receivable, grants, purchasing, and Medicaid programs, including Medicaid Administrative Claiming, Targeted Case Management, and Waiver funding. Serve as the Assistant Medicaid Administrative Claiming Coordinator. Serve as primary contact for agency audits.
- Project revenues and expenditures, prepare, review, monitor, reconcile, and revise

agency budget and appropriations; represent agency with PC Auditor, PC 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 positive working relationships and open communication with the PC Auditor's Office, the PC Treasurer's Office, and other partner agencies. Issue purchase orders for purchase requests. Oversee preparation of vouchers for payment by Auditor's office. Oversee recording and depositing of revenues with the Treasurer's Office. Oversee preparation of payroll and employee insurance invoices and tracking of employee leave benefits.
- Prepare employee wages and benefits upon hire and then annually, or as changes occur, thereafter, including communicating changes with employees. Oversee implementation of salary and benefits changes.
- Record, coordinate, and report data in various information systems including but not limited to Infallible, DODD Applications, and Brittco.
- Oversee and monitor Information Technology services and security.
- Oversee and monitor maintenance of PCBDD facilities, grounds, and vehicles.

Compliance

- Ensure services are consistent with PCBDD policies and procedures, established principles and practices and applicable state and federal laws, and rules and regulations.
- Provide oversight of applicable Medicaid services and documentation.

Support

- Support for staff to effectively carry out responsibilities.
- Provide a work environment that cultivates and encourages creativity, productivity, and efficiency by enhancing staff knowledge and skills.

25% Administrative Leadership

Advise the Superintendent

- Recommend direction on matters including but not limited to policy, procedure, finance, programs, and personnel to the Superintendent and the Board.
- Serve as a member of the PCBDD Senior Leadership Team.

Leadership Development

- Participate in training and activities to promote leadership growth at personal, departmental, and administration levels.
- Empower department team members to pursue skills to enhance their leadership abilities.

Planning

- Contribute to the development of plans and strategies which advance the PCBDD in fulfilling its mission, including but not limited to strategic planning, annual action planning, and the continual pursuit of quality through The Partnership for Excellence.

Committee Leadership and participation

- Serve on committees, as assigned, to provide visionary leadership, thinking, and direction.

20% Supervision of Personnel

Development of Staff

- Supervise and manage staff in fulfilling their daily responsibilities through routine accountability.
- Facilitate and schedule regular, recurring connections with staff to provide active support, promote open communication, cultivate potential, and foster an environment where people work and learn together.

Implement policies and procedures

- Adhere to and administer applicable PCBDD policies and procedures.
- Work with the Administrative Supports Director to update and revise policies and procedures as necessary for compliance and efficiency of operations.

Budget Management

- Manage FD operations within the parameters of the approved department budget.
- Collaborate with other department directors to develop and manage the annual department budget.

Community Connections

- Ensure and maintain positive relationships with other employees, program participants, parents/guardians, providers, state and local community service agencies, and community members.
- Support the development and maintenance of a strong network of community contacts to convey or obtain information, promote understanding and acceptance within the community, and secure support for the mission of the PCBDD.

5% Miscellaneous

Assume other duties as assigned, including but not limited to meeting attendance, professional growth activities, and PCBDD participation and/or representation at various community events.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people 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.

Signature

Date