

**Mental Health & Recovery Board of
Erie & Ottawa Counties**

JOB POSTING #2019-001MHR

POSITION: FT Chief Financial Officer

**DEPARTMENT: Mental Health & Recovery Board
of Erie & Ottawa Counties**

SALARY: \$65,000.00-\$75,000.00 Annually

POSTING DATE: 8:00 a.m., August 13, 2019

CLOSING DATE: 4:30 p.m., August 26, 2019

MINIMUM REQUIREMENTS

A Bachelor's Degree in business administration, accounting, finance, public administration or other business-related discipline with at least five years progressively responsible experience in government. Ability to be bonded. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. State Motor Vehicle Operator's License.

Pre-employment physical and drug screen required.

**Post until 4:30 p.m.
Monday, August 26, 2019**

2019-001MHR MENTAL HEALTH & RECOVERY BOARD OF ERIE & OTTAWA COUNTIES JOB OPENING ANNOUNCEMENT

Where Postings Sent:

Human Resources	
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
Goodwill	Health Department
NAACP	SHS Vocational Education
C.A.C.	All County Bulletin Boards
OhioMeansJobs	

**MENTAL HEALTH & RECOVERY BOARD OF ERIE & OTTAWA COUNTIES
IS AN EQUAL OPPORTUNITY EMPLOYER**

Mental Health & Recovery Board of Erie & Ottawa Counties does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

**DEPARTMENT: Mental Health & Recovery Board POSITION: FT Chief Financial Officer
of Erie & Ottawa Counties**

POSTING DATE: 8:00 a.m., Tuesday
August 13, 2019

CLOSING DATE: 4:30 p.m., Monday
August 26, 2019

WORKING HOURS: 40 hrs./wk., 5 days x 8hrs./day

EFFECTIVE DATE: A.S.A.P.

SALARY: \$65,000.00-\$75,000.00 Annually

Distinguishing Job Characteristics

Manages Mental Health & Recovery Board budget and financial reports. Maintains responsibility for managing and directing the business and information system activities and operations in regards to data collection and transmission for claims and billing processes and HIPAA compliance.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Prepares, monitors, and revises Board budget and financial reports. Makes recommendations to the Executive Director regarding operations and financial matters as requested and appropriate, for consideration when making financial decisions.

Essential Duties and Responsibilities: (continued)

Monitors, maintains, accounts for, and reports on Board revenues, expenditures, and finances. Records revenues and expenses and maintains related accounting records. Prepares all fiscal reports.

Reviews agency audits for compliance with all federal, state, and local requirements, including the preparation of reports. Organizes, prepares and coordinates all Board financial audits as conducted by the state or the state departments.

Manages and directs business activities and operations including but not limited to claims processing, billing, and HIPAA compliance. Also responsible for any fiscal contract and project duties for other Board areas.

Supervises the Administrative Services Liaison in the performance of job duties and responsibilities. Assigns tasks, establishes priorities, and ensures work is completed in accordance with Board policy and regulatory requirements.

Serves as the security and privacy officer for HIPAA compliance. Prepares and maintains agency policies as required by law.

Attends evening meetings each month as required by the Board.

Represents the Board at State functions, involving related duties as necessary.

Manages MIS functions and coordinates computer activities with vendors and consultants.

Supervises residential housing tasks, building maintenance functions, housekeeping, and leasing responsibilities.

Other Duties & Responsibilities:

Directs special projects and activities as assigned by the Executive Director.

Scope of Supervision:

Administrative Services Liaison

Contacts with Others:

General public, Board, staff, volunteers, media, consultants, auditor's office staff, contract agencies, state agencies, law enforcement personnel, and county staff.

Confidential Data:

This position will have access to health information about individual enrollees that is protected by law (protected

Confidential Data: (continued)

health information). To ensure that privacy rights of enrollees are respected, this position is required to only access and use any protected health information needed for the purpose of ensuring proper plan operation and administration. Any other use of protected health information is prohibited. This position is also prohibited from disclosing any protected health information to any outside party without the written authorization of the Privacy Official.

This position has full and complete access to all confidential information regarding the MHRS Board of Erie and Ottawa counties.

Working Conditions:

Normal office working conditions with occasional exposure to inclement weather and road conditions. Possibility of exposure to threats from clients.

Usual Physical Demands:

The following demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be constructed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for periods of time when managing the department and performing administrative tasks, and regularly stands and walks. Vision demands include close, relatively detailed vision for prolonged periods of time while compiling and analyzing data and financial reports. Employee exhibits typical vision demands and eye/hand coordination required for safely operating a motor vehicle when working off-site.

Required Knowledge, Skills, and Abilities:

Knowledge of: advanced government accounting principles and practices; audit procedures; statistical methods and economic principles agency operations; financial system design and analysis; considerable knowledge of personal computers; policies and procedures; staff training and development; personnel management principles; budgeting; pending and enacted mental health and substance abuse federal and state service laws, rules, regulations, and requirements related to business functions; laws, rules and regulations governing Federal, State and board contracts; public relations.

Ability to: apply management and human resources principles to practical work situations; be analytical; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; handle sensitive personnel situations; organize and coordinate multiple work functions; resolve difficult and complex organizational problems; collaborate effectively with Executive Director.

Skill in: leadership; organization; interpreting and applying statistical and situational information; maintaining accurate and complete records; preparing operational and statistical management reports; writing; communications; operating computer; application of job software programs.

Qualifications:

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: A Bachelor's Degree in business administration, accounting, finance, public administration or other business-related discipline with at least five years progressively responsible experience in government. Ability to be bonded.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Salary:

Salary range: \$65,000.00-\$75,000.00- Commensurate with education and experience.

Licensure or Certification Requirements:

State Motor Vehicle Operator's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

Application Deadline:

Application Process: For consideration, please send your resume, cover letter, and completed application to:

Patty Notestine, Office Manager, pattyn@mhrbeo.com

Deadline: Application materials due August 26, 2019

1907 East Perkins Avenue, Sandusky, Ohio 44870

Phone: 419-627-1908 * Fax: 419-627-0679