



## **SPECIAL PROJECTS & BUSINESS MANAGER – Open until filled**

**Department:** Fiscal

**Salary:** \$85,000.00 - \$98,000.00

**Anticipated Work Schedule:** Monday through Friday, 8:30 AM - 4:30 PM

**Reports To:** Assistant Fiscal Officer

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Unclassified

**FLSA:** Exempt

### **Tuition Reimbursement!**

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

### **Benefits:**

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

### **Summary**

Plan and direct short-and long-term special projects and business operations for the Fiscal Office. Ensures implementation of approved recommendations and best practices. Focuses on continuous improvement by developing and implementing new policies, procedures, and best practices. Develops reports, prepares presentations, and any other applicable analysis to advance Fiscal Office projects and strategic initiatives. Assists in delivery of administrative, accounting, and budgeting services as needed. Serves as a thought leader and key contributor, driving project groups, while managing and implementing medium to complex projects that further the County's mission and values. Supervises all reporting staff.

## **Essential Job Functions**

1. Plans and directs short and long-term special projects and business operations for the Fiscal Office. Manages focused studies or projects (e.g. – manages projects through research, analysis, design, and implementation phases); leads team of employees through project; sets and maintains project schedule; forecasts project resource requirements, assign project tasks to team members and follow up on task completion.
2. Develops reports, prepares presentations and any other applicable analysis to advance Fiscal Office projects and strategic initiatives.
3. Focuses on continuous improvement by researching, analyzing and evaluating existing operations, processes, policies, and/or procedures to identify areas for improvement or enhancement, develop new policies, procedures and best practices; develops plans for implementing selected course of action including resource and time estimates. Performs background research, tracks trends and analyzes complex data.
4. Leads business office activities for the Fiscal Office including conducting contract review and monitoring, travel management, reviewing budgetary reports and monitoring budgetary spending for the Fiscal Office, act as liaison with OBM staff, ensures financial reporting is in compliance with local, state, and federal regulations; assist as needed with compiling, preparing, and reviewing the annual financial report and audit schedules; prepares assigned ACFR work papers, adjustments, and note disclosures.
5. Delivers administrative, accounting, and budgeting services, as needed while developing and managing the budget and other financial measures of the Fiscal Office.
6. Supervises all reporting staff. Mentors, coaches, trains, and develops assigned team members. Sets goals, objectives, staffing and work standards, and monitors performance against standards. Acts as resource and support to staff, removing barriers to effective performance.
7. Provides ongoing oversight, direction, leadership and supervision for all direct and indirect reporting staff. Mentors and develops assigned team members. Conducts regular and ongoing evaluations of team members' performance. Manages working relationships. Builds highly effective teams that demonstrate consistently exceptional performance and are seen as key resources to the organization. Sets goals, objectives, staffing and work standards, and monitors performance against standards. Acts as resource and support to staff, removing barriers to effective performance. Manages team processes and assignments, submissions, timelines, milestones, etc.
8. Works closely with all Fiscal Department leaders to review and refine the department's organizational structure to ensure alignment with service delivery and desired outcomes. Performs other duties of a similar nature, as required.

## **Minimum Requirements**

Bachelor's degree in accounting, business, financial management, or a related field of study with five to seven (5-7) years of accounting, finance, or budgeting experience including four (4) years in a supervisory capacity.

Candidate must have relevant experience effectively managing and implementing medium to complex projects. Experience must include participating as a leader or key contributor in project groups or efforts for procedure and/or policy updates, assisting with the development of department budgets and managing to that budget, identifying and applying best practices, performing various levels of trend analysis, effectively working with various levels within an organization and serving in a management role.

Experience in effectively managing a business office environment with leadership and collaboration. Experience in effective written and verbal communications, project management, decision making and problem solving, business acumen, and critical thinking skills.

The ability to express themselves clearly and concisely, analyze facts to exercise sound judgments, establish effective working relationships throughout the organization, apply contemporary business principles, and assess risk, research, and analyze information.

Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.

### **Application Process**

This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.