



MENTAL HEALTH & RECOVERY BOARD

ERIE & OTTAWA
COUNTIES

Position: Chief Financial Officer
Hours: Full time
Salary Range: \$65,000 to \$75,000

Duties: 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.

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.

Requirements: 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 accounting, finance, public administration or other business-related discipline with at least five years progressively responsible experience in government. Ability to be bonded.

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

Patricia Notestine, Office Manager, pattyn@mhrbeo.com

Deadline: Application materials due November 19, 2018.

416 Columbus Avenue, Sandusky, Ohio 44870
Phone: 419-627-1908 * Fax: 419-627-0679

POSITION DESCRIPTION

MENTAL HEALTH & RECOVERY BOARD OF ERIE & OTTAWA COUNTIES

CLASSIFICATION TITLE: Chief Financial Officer

EMPLOYMENT STATUS	Full-time	REPORTS TO	Executive Director
FLSA STATUS	Exempt	DEPARTMENT	Administration
PAY GRADE		REVISION DATE	October 17, 2018

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.

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OTHER DUTIES AND RESPONSIBILITIES

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

SCOPE OF SUPERVISION

Administrative Services Liaison

EQUIPMENT OPERATED

Personally owned vehicle; computer; calculator; copier, fax machine, multi-line telephone and other general office equipment.

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 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 physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed 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 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.

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.

MANAGEMENT APPROVAL

_____ / /
Executive Director Date

EMPLOYEE UNDERSTANDING

_____ / /
Employee Date