

Southern Ohio Council of Governments

POSITION DESCRIPTION

Title: Business Manager

Minimum Qualifications:

Bachelor's Degree preferred in accounting, business, public management, or related field. Appropriate experience in a majority of the duties mentioned. Functional knowledge and understanding of accrual and cash accounting systems. Functional knowledge and understanding of computer operations, computer networking, word processing, databases, and spreadsheets. Experience with Quickbooks accounting systems. Ability to prepare meaningful, concise and accurate reports, gather, collate, and classify information about data, etc. Effective communication and team building skills. Attends board meetings and other meetings as requested by the Executive Director. Valid Driver's License – Required medical examination upon offer of employment which requires freedom from substance abuse. Required Bureau of Criminal Investigation background check upon offer of employment.

Duties:

- In conjunction with the Executive Director, supervises the daily financial operation of SOCOG and each county's fund allocation and fund utilization of contracted services, etc.
- Plans, organizes, directs, and controls the business affairs of SOCOG and all member counties within the COG to ensure that financial practices are in accordance with the applicable state, federal, and local policies and procedures.
- Insures the most effective utilization of financial resources.
- Assists and advises the Director of financial matters, fiscal reporting, Accounting, audits, general policies and procedures for SOCOG which includes but is not limited to coordinating the development and monitoring of the administrative budget, county residential allocations, and fund utilization for contract services, various fiscal reviews, data research, etc.
- Makes written recommendations to the Executive Director for budget adjustments to ensure a balanced budget.
- Provides technical assistance and service to SOCOG, all counties within the COG, and other staff in the development and implementation of budgets.
- Develops and maintains long range financial plans for review and approval by the Executive Director and SOCOG.
- Provides financial planning for SOCOG counties for responsibilities delegated to SOCOG by the counties.
- Works in cooperation with SOCOG's staff to establish and maintain accounting systems in compliance with state, federal, and local rules and regulations.
- Recommends the developments of financial policies to the Executive Director for the effective and efficient operation of programs operated by SOCOG.
- Directs and supervise the processing of all vouchers and payments of bill and expenditures.
- Ensures that through communication and in practice, providers are treated as independent contractors.

- Responsible for the supervision and implementation of the Payment Authorization of Waiver Services System.
- Develops, directs, and controls an inventory system for all assets of SCOGO, including the disposal of inventory.
- May interview applicant and recommend to the Director the hiring of personnel to fill assigned positions. Directs, trains, evaluates, and supervises assigned personnel.
- Complies financial reports for all funding sources and various legal requirements.
- Prepares reports for financial condition of various SOCOG projects including the administrative budget, supported living, Medicaid waivers, etc.
- Develops plans for the electronic information management needs of SOCOG programs, including but not limited to computer hardware, software, and networking.
- Manages Medicaid billing for wavier and Habilitation Center administration.
- Assures positive, coordinated, and effective relations with staff, agencies, staff of county boards, consumers, providers, parents, and the public.
- Maintains an attitude and conduct of appropriate social and moral behavior of a professional public servant.
- Understands and practices professional ethics in keeping with the confidentiality of information and materials with which he/she may come into contact.
- In the event of an extended absence or emergency absence of the Executive Director, will assume the responsibilities as delineated in the Executive Director Extended Absence procedure.
- Performs related duties as required. The foregoing is not intended to represent an exclusive listing of job duties and worker characteristics included within the position. Other duties and worker characteristics may be required which serve to meet the board's operational and program objectives.
- Coordinates Medicaid Administration Claiming as MAC Coordinator; completes and submits for approval annual MAC implementation plan and MER Report; Manages and compiles SOCOG Medicaid Administration Claiming documentation, logs, monitors and validates moments.

Supervisor: Executive Director

Work time: Working hours are generally 8 am to 5 pm Monday through Friday or as approved by supervisor

Other: BCI Fingerprint and or FBI background check required. Drug screen required upon offer of employment.

Approved by SOCOG board: 06/01/23