



Mental Health & Recovery Board of Union County

JOB POSTING

FISCAL AND REPORTING ADMINISTRATOR

OPENING DATE: 2/18/2021

CLOSING DATE: 3/12/2021

DESCRIPTION:

The Mental Health & Recovery Board of Union County is seeking an individual to fill the role of Fiscal and Reporting Administrator. In collaboration with external finance and audit firm, maintains responsibility for the Board's internal financial operations, including fiscal reporting, budgeting, payroll and auditing. Manages reporting schedules for grants, state reports, and other required report submissions. Serves in the unclassified civil service at the pleasure of the Board.

QUALIFICATIONS: See attached job description

RESPOND WITH RESUME AND COVER LETTER TO: Dr. Phil Atkins drphil@mhrbuc.org

OR

MAIL TO: Mental Health & Recovery Board of Union County
ATTN: Dr. Phil Atkins
131 North Main Street
Marysville, OH 43040



POSITION DESCRIPTION

JOB TITLE:	Fiscal & Reporting Administrator	FLSA STATUS:	Exempt -Administrative
REPORTS TO:	Executive Director	CIVIL SERVICE STATUS:	Unclassified
EMPLOYMENT STATUS:	Full-time	PAY RANGE:	

DISTINGUISHING JOB CHARACTERISTICS

In collaboration with external finance and audit firm, maintains responsibility for the Board's internal financial operations, including fiscal reporting, budgeting, payroll and auditing. Manages reporting schedules for grants, state reports, and other required report submissions. Serves in the unclassified civil service at the pleasure of the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Each employee is expected to perform each essential duty and responsibility and other assigned duties to job performance standards. Reasonable accommodations are made as needed to enable an otherwise qualified employee with an ADA disability to perform job duties, but in so far as the accommodation does not create an undue hardship on the Union County Mental Health & Recovery Services Board.

Budget Management

Assists with financial planning, forecasting and budgeting. Develops and implements budget drafts for review and input by the Executive Director, and consideration for approval by the Board of Directors.

Monitors budget accounts, revenues and expenditures to ensure compliance with approved budget, and assists related accounting records and reports. Confers with Executive Director to resolve budget issues.

Assists with Board accounts with County Auditor's Office.

Fiscal Management and Reporting

Reviews appropriate funding source for each receipt, payment and contract.

Reviews receipts deposits with County Treasurer's Office in accordance with Treasurer procedures.

Reviews and submits invoices for payment.

Reviews and approves purchase orders and blanket orders, and facilitates payments and authorizations for payments to vendors.

Reviews applications for payment or reimbursements.

Provides assistance and support to contract providers and vendors regarding fiscal matters and requirements.

Develops and maintains master reporting schedule of all reports for state, grants, and other reporting requirements.

Financial Policies and Financial Models

Develops and updates financial policies and procedures in consultation with and under the direction of the Executive Director

Works with Executive Director, contract finance and audit firm, and providers as appropriate to identify and track key financial performance indicators to be provided on a semi-annual basis. Prepares analysis of information to be reviewed by stakeholders and Board.

Communicates Board reporting requirements and policies to contract provider financial officers.

Auditing

Assists with preparation for State audits and reviews and cooperates with State Auditor during auditing process. Audits contract provider billings to ensure accurate reporting of services and payment. Provides information as requested for external auditors conducting contract provider audits.

Records and Reporting

Assists in compiling information and reports for the OhioMHAS and other public entities as part of the State reporting system.

Assists in Substance Abuse & Prevention (SAPT) and Title XX Block Grant reports to comply with reporting requirements.

Compiles and timely submits financial information, including list of bills, service and financial reports.

Analyzes data prepared by financial systems for accuracy and completeness for inclusion in reports.

Assists with tracking non-contract special services funds.

Payroll Management

Supervises, reviews, and approves documentation and enters payroll for submission to County Auditor's Office for payroll processing.

Supervises, reviews and approves the maintenance of Board sick leave, vacation leave, and compensatory time records.

Grant Reporting and Management

Lead on managing grant reporting and timelines. Works with program staff and Executive Director to manage calendar of reporting and reports submission.

Assists program staff, Executive Director and external finance and audit firm in development and submission of finance reports for grants and allocations.

Board and Committee Meetings

In collaboration with the external finance and audit firm, prepares Board meeting materials relative to Board financial matters.

Attends full Board and Committee meetings, presents information and financial reports and provides input to Board and committee regarding Board financial and budgetary matters.

Duties Required of All Board Employees

Maintains confidentiality of HIPAA and other confidential and sensitive information. Ensures compliance with public records law and process.

Performs job responsibilities in accordance with the agency's policy, procedure and protocol, and applicable laws and regulations. Maintains the highest level of integrity and professionalism in all aspects of job performance.

Displays teamwork and cooperation when working with management and other coworkers.

Works effectively and courteously with contract agency representatives, Board visitors, general public and other job contacts.

Displays appropriate social and ethical behavior as representative of the agency.

Attends trainings and professional development activities to remain up-to-date on issues relative to job duties and responsibilities.

Works assigned schedule, exhibits regular and punctual attendance, and works overtime as necessary to meet workload demands.

OTHER DUTIES AND RESPONSIBILITIES

Performs all other duties as assigned by supervisor or Executive Director.

SCOPE OF SUPERVISION

None at this time.

CONFIDENTIAL INFORMATION

Private protected health information of persons served by contract agencies in accordance with HIPAA requirements. Employee is authorized to access and use protected health information only for the purpose of proper program operation and administration. Any other use of protected health information is prohibited. The employee assigned to this position is also prohibited from disclosing any protected health information to any outside party without the written authorization of the privacy official and is required to participate in HIPAA training and to review and acknowledge understanding of the HIPAA law.

WORKING CONDITIONS

Normal office working conditions when working in the Board office. Exposure to conditions within contract agencies and to traffic and weather conditions when traveling and working on-site.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by employees performing this job's essential duties and responsibilities. These physical demands are not mandated job qualification standards but are illustrated to provide guidance for identifying a reasonable accommodation that may be needed by an otherwise qualified employee or job applicant with an ADA disability to perform this job's essential job duties.

Vision demands include close, relatively detailed vision, with the ability to adjust focus to computer screens, financial data and written material for extended periods of time. Regularly exhibits manual dexterity when entering data into the computer and preparing financial reports and records. The employee sits for extended periods of time when assessing and preparing financial information, and when meeting with when meeting with contract representatives, employees and others, and performing other responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: County finance and budgeting, community mental health and addiction recovery services generally accepted accounting principles and practices; non-profit and government fund-accounting principles, processes and requirements; financial management and forecasting; mathematical principles; general management principles and practices; Board operational and personnel policies and procedures; HIPAA law and regulations, including security rules and standards; spreadsheets and accounting software.

Ability to: organize work projects and manage multiple projects and programs; establish work priorities; develop and maintain effective working relationships with job contacts; exhibit sensitivity and understanding to mental health and addition issues; maintain confidentiality of confidential and sensitive subject matter; exhibit flexibility in work schedule and job assignments; maintain current working knowledge of accounting and reporting requirements; demonstrate regular and predictable attendance and punctuality; exhibit attention to detail when working with financial data.

Skill in: operation of computer; application of Microsoft Office software programs; application and use of spreadsheets and accounting software; preparing financial reports; operation of general office equipment. verbal and written communications; reconciling accounts. Quickbooks experience preferred.

ENTRY-LEVEL QUALIFICATIONS

The following illustrates an example of the level of education, training and/or experience that a job applicant may have to be qualified for this job. This is a general benchmark and is not considered an absolute required qualification. Rather, any combination and level education, training or experience may qualify an applicant, provided the applicant successively demonstrates the ability to proficiently perform job duties and knowledge, skills and abilities.

Bachelor's degree in accounting, business or closely related field, or five years of work experience in a responsible accounting or financial management position or such other qualifications that may determined by the MHRB as meeting the essential skills for duties outlined.

CONDITIONAL EMPLOYMENT TERMS

As a condition of initial employment, a conditionally hired employee:

- must pass a post-offer drug test and is required to remain substance abuse free, including submitting to alcohol and drug testing as specified by Board policy throughout the course of employment.
- must submit to and receive an acceptable criminal background check as a condition of initial and employment.
- is required to document his or her identity and employment eligibility within 3 days of original appointment in compliance with Immigration Reform & Control Act requirements.
- Willingness and ability to work in a non-smoking office environment.

LICENSE OR CERTIFICATION REQUIREMENTS

Possession of a valid State Motor Vehicle Operator's License.

This position description offers guidance regarding the duties, responsibilities and requirements typical to this position. However, it does not include all job duties that may be required. Therefore, an employee assigned to this job is required to proficiently perform all job duties that may be assigned by the employee's supervisor or Executive Director, regardless of whether the duty has been listed in this position description.

MANAGEMENT APPROVAL

Executive Director

____/____/____
Date

EMPLOYEE UNDERSTANDING

By signing below, I acknowledge that I have read and understand my duties and responsibilities as illustrated in this position description. I understand that the duties and other information contained in this description are illustrative only, and that I am required to perform, to expected job standards, any related job duty that may be assigned to me.

Employee

____/____/____
Date