

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 03/09/2020

**Response Deadline:** 03/19/2020  
(\*resumes accepted until position is filled)

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> Assistant Business Office Manager
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$15.97-22.56 per hour
<b>Work Location:</b> 1800 Princeton Rd., Hamilton	<b>Hours of Work:</b> Monday through Friday 8:00-4:30

**Essential Functions:**

- Perform duties relative to the facility's overall payroll function, like processing and verifying time cards, on a timely basis.
- Maintain an individual payroll record (hardcopy or electronic) for each employee's earnings in accordance with current regulations.
- Communicate with department directors concerning payroll matters.
- Assist in the establishment and maintenance of an adequate accounting system that reflects the operation of the facility.
- Process and verify payment of invoices on a timely basis.
- Follow established resident fund accounting procedures. Provide each resident with a quarterly accounting of his/her funds managed by the facility.
- Check applications, and references of prospective employees, assist in arranging interviews and with general orientation and tracking of employee related statistics.
- Coordinate with other departments and agencies, as necessary.
- Develop and maintain an adequate personnel record system that meets the needs of the facility and complies with current employment practices.
- Perform secretarial functions as necessary or as directed.

**Required Qualifications:**

- Associate's Degree in Business, Accounting or related field preferred, but not required.
- Experience in healthcare accounting preferred, but not required.
- Minimum of one (1) year experience in payroll preparation preferred.
- Must be able to read, write, speak and understand the English language.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, governmental personnel and the public.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume to:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)

(YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**