

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

Posting Date: 05/13/2020

Response Deadline: 05/23/2020*

*(*Resumes accepted until position filled.)*

Agency: Care Facility	Job Title: Business Office Manager
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: 54,579.20-80,038.40 annual
Work Location: 1800 Princeton Rd Hamilton OH	Hours of Work: 40 hours per week M-F and on call

ESSENTIAL FUNCTIONS:

- Coordinates with County Finance Department to develop fiscal plans, budgets, controls, guidelines, policies and procedures for Care Facility Administrator's approval to achieve maximum utilization of available resources; develops and maintains mechanisms for reviewing and/or auditing revenue and expenditures; monitors daily transaction register and account balances; maintains awareness of changes in state and federal law in order to establish new policies in line with legislative requirements; reviews grants, contracts and/or agreements; develops and coordinates integrated fiscal and managerial cost accounting systems; interprets and recommends methods of analyzing cost factors and develops guidelines for determining scope of projects and provides fiscal and budgeting reports for the CAFR.
- Assists the Care Facility Administrator in performance of administrative functions; assists with maintaining daily census records; oversees collection of census information to ensure accurate and timely reporting of census for billing purposes; oversees input of information into billing system and maintains financial data for residents; conducts research; provides advice on fiscal and budgetary matters; interprets and applies County policies and procedures; analyzes costs, revenues and financing needs; prepares specialized accounting reports and fiscal analysis; prepares monthly, mid-year and year-end budget entries in compliance with applicable County, State and Federal regulations; maintains inventory records; composes correspondence; transmits decisions and directives; manages and assists in data collection for any facility related audits.
- Assists Care Facility Administrator with human resources functions including the selection and interviewing of applicants, recommends discipline, performance evaluation, grievance handling, and participates in union contract negotiations and administration of the agreement; supervises assigned staff; coordinates with County Safety Director to perform risk management responsibilities; attends safety committee meetings, monitors Workers' Compensation claims, etc.
- Creates purchase orders, change orders, and resolutions; directs processing of accounts receivable, adjustments, private and third party agencies, and census information; processes and enters any Medicaid, Medicare, Managed Care insurance, Private Pay and Patient Liability payments into MUNIS; processes and enter invoices into MUNIS for payment; monitors and collects accounts receivables; reports delinquent accounts to the Care Facility Administrator; carries checks to Treasury Office for deposit as needed.

- Conducts financial meetings with all new residents within 24 hours upon admission; ensures that resident admission contracts are signed and appropriately filed; verifies insurance coverage; completes Medicaid applications for long-term care residents & follow up with all appropriate parties; completes applications for Social Security Representative Payee; processes 9401's and submits to ODM or COA through Provider Gateway; manages resident trust funds and maintains confidential resident files; manages and processes end of month bank reconciliations for Resident Trust Fund Account; generates and distributes quarterly resident trust statements; prepares and mails monthly resident statements.
- Communicates with supplier/vendors concerning errors or questions on invoices; assists with the bid process and prepares bid specifications; represents department in meetings with Local, State, Federal, and private officials when necessary.
- Attends meetings as assigned. Demonstrates regular and predictable attendance and attends meetings as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably in finance, accounting, or related field; and
- Two (2) years' experience in public accounting, finance, budgeting and/or a Business Office in a healthcare or nursing home facility;
- Experience in Point Click Care is highly preferred;
- Experience with accounting software; knowledge of MUNIS is highly preferred;
- Experience with Microsoft Word and Excel is required
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

SELECTION PROCEDURE: Resumes and Interviews

Submit Cover Letter and Resume to:

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

resumes@butlercountyohio.org

(Indicate Job Title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, 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