



Allen County Board of
Developmental Disabilities

The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand meaningful community involvement.

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Accounting / Technology Support

SALARY RANGE: \$41,800 - \$51,490

DUTIES: Provides accounting and technology support in order to maintain effective/accurate administration for the Board.

Processes accounts payable/related reports for the Board and reconciles with the Allen County Auditor's Office. Processes approved intra-department, inter-fund and intra-fund transfers, warrants of transfer/advance, purchase order requests, vendor requests, and keeps records as requested. Provides clerical and minor technical work related to computers and data processing, e.g., security risk assessments, maintenance of records, etc.

Processes 100% of all approved and properly authorized Accounts Payable claims for the Board in the Courthouse MUNIS Software System, in a timely manner. Maintains updated accounts payable reports. Maintains a good positive standing with the Allen County Commissioner's, Auditor's and Treasurer's offices on behalf of the Board.

Provides technology support and serves as backup to IT department. Processes Tech Requests by troubleshooting hardware and software and/or providing user assistance. Assists in maintaining security for system servers, which includes network server and e-mail server. Assists with the development and prioritization of IT Projects. Assists with providing staff training for hardware and software as needed. Performs security access audits for Gatekeeper Software.

Maintains End User Documentation and Internal/System Documentation for computers/servers and software. Assist in developing, documenting and implementing policies and procedures for assessing and managing risk to electronic protected health information (ePHI). Assists with policies, procedures and documentation of limiting ePHI access based on position roles. Assists with keeping inventory of the physical systems, devices, and media.

ADMINISTRATIVE OFFICES

2500 Ada Road
Lima, OH 45801-3340
(419) 221-1385
Fax: (419) 221-1296

Theresa M. Schnipke
Superintendent
tschnipke@acbdd.org

Martha J. Nance
Director of Business
mnance@acbdd.org

Christine Calvelage
Human Resources Manager
ccalvelage@acbdd.org

Kristy Schweingruber
Service and Support
Administration Director
kschweingruber@acbdd.org

Jana McVetta
Director of Quality and
Support Services
jmcvetta@acbdd.org

CHILDRENS SERVICES

Peggy Cockerell
Director of Education
pcockerell@acbdd.org
2550 Ada Road
Lima, OH 45801-3340
(419) 221-1262
Fax: (419) 225-5184

Barb Blass
Early Childhood
Coordinator-HMG Contract
Manager
bblass@acbdd.org

www.acbdd.org



The Allen County Board of Developmental Disabilities does not discriminate in the provision of services or employment because of race, color, religion, sex, age, disability, national origin, ancestry, or veteran status.

DUTIES (cont.):

Assists with monitoring 100% of the approved budget appropriations for Funds/expenditures. Processes approved intra-department, inter-fund and intra-fund transfers, etc. Keeps records as requested.

Processes approved purchase order requests/deletes and vendor requests/changes.

Reconciles Courthouse expenditure reports with records kept internally for the Board. Processes the purchase order balance report and distributes monthly. Assist those that can't balance their ledger sheets or need assistance processing invoices.

Separates invoices among departments, such as the cell phone, copier, and misc. Distribute and keep records as requested. Provides support for the Director of Business: files, prepares reports, letters, notices, etc. as may be required.

Assists with Special Projects as needed such as collecting information and/or analyzing utility contracts, communications, vendor purchasing, etc.

Assists with fiscal policy and procedure development. Provides assistance with tracking and maintaining Board Contracts and accompanying paperwork. Assists in the development of the annual budget, long-term projections and cost report. Assists with the preparation of fiscal year/calendar year reports as needed. Assists with internal/external audits as needed

Serves as backup for Financial Statements, as needed. Assists with maintaining files for Capital Projects and Prevailing Wage Information, as needed.

QUALIFICATIONS:

Bachelor Degree in Accounting or closely related field.

Competency is usually attained based on seasoned practice with diverse tasks, mastery of primary and secondary activities and a broad background with most situations. Over one year through three years of experience preferred.

Knowledge of information system operations including hardware, software, maintenance and training

Organizational skills

Ability to communicate effectively, both orally and in writing

General office skills with emphasis in accounting procedures/processes.

People skills

Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

Receipt of acceptable criminal background checks from the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must provide proof of liability insurance on personal vehicles.

Complete with honesty and seriousness, a self-evaluation each year according to Board Policies.

Serve on committees as assigned.

Attend in-service training as required.

Perform other duties not listed in Section B as assigned by my supervisor.

May be exposed to hazardous conditions such as: communicable diseases, physical assault, road conditions caused by inclement weather, etc.

Must be physically capable to lift, carry, and move individuals served, including children, adolescents, and adults in a safe manner, according to in-service training.

Must actively promote teamwork and good public relations in my interactions with individuals served, parent/families, parent organizations, fellow employees, advocates, community organizations, service providers, all other DD industry agencies & the general public.

Must make positive contributions which promote the achievement of the Allen County Board of Developmental Disabilities and Marimor School mission and goals to facilitate a positive working environment.

Must abide by all policies and procedures of the Allen County Board of Developmental Disabilities.

RESPONSIBLE TO: Director of Business

HOURS: Typically Monday – Friday 8:00 AM – 4:00 PM

CONTACT: Chris Calvelage, Human Resource Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385, Ext. 1247

DATE POSTED: June 28, 2017

**FINAL DATE FOR
ACCEPTING
APPLICATIONS:** Until Filled

**APPLICATION/
TRANSFER
PROCEDURE:**

****Persons presently employed by this agency must submit an *Application for Internal Job Posting*.**

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resources Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdds.org.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER / DRUG FREE WORKPLACE