

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Business Office Supervisor

SALARY RANGE: \$45,800 - \$70,530

POSITION

DESCRIPTION: Plan, organize, and coordinate the records maintenance, storage, preservation and disposition activities for the Board. Provides accounting and technology support in order to maintain effective/accurate administration for the Board. Coordinates records management activities to ensure effective and efficient maintenance of records. 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, and vendor requests. Provides clerical / technical work related to computers and data processing, e.g., security risk assessments, maintenance of records, etc.

DUTIES:

1. Plans and coordinates the activities involved with electronic records management. Perform technical records management duties, recommends policies, and develops procedures to ensure effective purging, retention, and permanent storage of records as prescribed by Policy 1.45 - Records Format, Retention Schedule (RC-2), and Document Destruction.
2. 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.
3. Provides technology support and serves as backup to IT Coordinator. Processes Tech Requests by troubleshooting hardware and software and/or providing user assistance. Assists in maintaining security for various software, 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.
4. 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.

5. 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.
6. 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.
7. Trains and supervises Records Clerk and Administrative Assistant – SSA/Business. Makes recommendations regarding hiring, promotion, discipline and removal of personnel. Assures quality assurance is completed on scanned items.
8. Separates invoices among departments, such as the cell phone and copier. Assists with Special Projects as needed such as collecting information and/or analyzing utility contracts, communications, vendor purchasing, etc. Distributes and keep records as requested.

RESPONSIBLE TO: Director of Business

HOURS: Flexible

- QUALIFICATIONS:**
1. Bachelor Degree in Accounting or closely related field.
 2. Two year's supervisory experience.
 3. 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.
 4. Knowledge of information system operations including hardware, software, maintenance and training
 5. Records Retention and Electronic-Records Requirements
 6. Ability to communicate effectively, both orally and in writing
 7. General office skills with emphasis in accounting procedures/processes.
 8. Organizational and People skills
 9. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
 10. 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.
 11. Must provide proof of liability insurance on personal vehicles.

CONTACT: Chris Calvelage, HR Director
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: February 26, 2018

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** March 2, 2018

****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 Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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