



## **BUSINESS MANAGER I – CLINTON COUNTY HEALTH DISTRICT**

**(POSTED 12/20/2024)** Resumes will be accepted until the position is filled.

**Business Manager I** position available, Full time. Salary range \$20-\$26 per hour; contingent on qualifications and experience. Fringes include PERS, Mandatory Medicare, Medical Insurance, Workers' Compensation, paid vacation, and sick leave after probationary period.

As a Business Manager, you will play a critical role to the success of our public health programs, focusing on managing the day-to-day business operations, fiscal oversight, and strategic planning of public health initiatives. The Business Manager I will be a trusted advisor of a public health administrative team and programs. The ideal candidate will bring strong business acuity, excellent communication skills, and experience in grant management, budgeting, and reporting. This individual possesses keen critical thinking skills that influence day to day accounting systems and processes, grant management oversight and leverages technology in new and innovative ways. Assists and supports the Business Manager II as needed. Reports to the Director of Administration.

### **Position Qualifications:**

- Bachelor's degree in accounting, Business Administration, Health Administration or related field preferred. Will consider those with an associate degree in health information management technology or related field. 3 years' management experience is preferred.
- Demonstrates knowledge of grant research, writing, and RFP processes.
- Skilled in querying databases such as (MUNIS) to oversee payroll, human resources, general ledger, accounts payable, accounts receivable.
- Demonstrate a strong commitment to customer service, adept in both verbal and written communication, and skilled in delivering impactful presentations.
- Strong interpersonal skills with a keen awareness of cultural sensitivity and competence
- Must possess valid Ohio driver's license with ongoing proof of auto insurance.



**JOB RESPONSIBILITIES INCLUDE:**

- Oversee day to day operations, including resource management and program evaluation
- Mathematical aptitude necessary to assist with the development of program budgets and monitor expenditures.
- Ability to preserve confidentiality of program records.
- Ability to efficiently multi-task while demonstrating a strong work initiative.
- Develop operational strategies to streamline public health services and optimize performance.
- Creates and updates a grant management calendar
- Work with internal teams, community partners, and governmental agencies to align business and health strategies.
- Adeptness in operating PC hardware, essential software (such as Microsoft Office 365), email, and various office equipment (e.g., copier, fax, scanner, telephone, etc.) is essential.
- Participate as requested in the event of a public health emergency.
- Dedicated to a culture of continuous quality improvement.
- Other duties as assigned.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI). Email resume, professional references and salary requirements to Monica Wood, Director of Administration at [mwood@clincohd.com](mailto:mwood@clincohd.com). These items must be sent as requested and will not be accepted through social media.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head or Governing Body. **Clinton County is an Equal Opportunity Employer**