



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: BUSINESS MANAGER
DEPARTMENT: WATER AND SEWER DEPARTMENT
PROBATIONARY RATE: \$43,086.74 - \$70,086.74
PAY RANGE: B
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JANUARY 7, 2019.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
SUSAN.SPENCER@CO.WARREN.OH.US . PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JANUARY 18, 2019

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Business Manager
Class Title:

Incumbent:

Department: Water/Sewer
Reports To: Sanitary Engineer
Pay Range: #B
Probation: 365 Days
Work Hours: 8:00 A.M. to 5:00 P.M.

FLSA Status: Exempt
Civil Service Status: Unclassified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under direction, directs and administers the functions and activities of the accounting office and supervises its employees; develops accounting procedures and is responsible for department's fiscal functions; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of post secondary education with major coursework in finance, accounting, business administration, or other related field, and two years experience in an accounting position; or training and/or work experience which evidences a comprehensive knowledge of accounting and management, and an advanced knowledge of supervision, budgeting and office practices; and/or equivalent.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio's Drivers License

ESSENTIAL FUNCTIONS:

1. Directs and administers the functions and activities of the accounting office.
2. Holds and attends staff meetings.
3. Interprets, recommends, implements and enforces policies with the Engineer's approval.
4. Supervises employees of the water and sewer accounting office (e.g., develops work rules; plans, schedules and assigns work; disciplines and recommends disciplinary action; approves vacation and sick leave; interviews and recommends applicants, etc.).
5. Submits budget estimates and authorizes expenditures

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

6. Develops accounting procedures and enters fiscal data to various department ledgers.
7. Audits receivables and disbursements internally.
8. Processes all purchase orders.
9. Prepares bid specifications.
10. Ensures receivables are banked and accounted for daily.
11. Analyzes operational costs, recommends rate adjustments and forecasts revenues.
12. Prepares and submits annual department budget.
13. Prepares financial and statistical reports.
14. Receives and responds to inquiries from general public.
15. Handles complaints and resolves customer billing problems.
16. Operates office equipment (e.g., computer, typewriter, calculator, copier, etc.).
17. Demonstrates a regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Recommends equipment and program updates.
2. Plans field trips on request.
3. Performs other duties as requested by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: accounting; management; office practices and procedures; agency goals and objectives; agency policies and procedures; government structure and process; supervision; scheduling; budgeting.

Ability to: understand accounting principles; use statistical analysis; communicate effectively; interview job applicants effectively; establish a friendly atmosphere as a supervisor of a work unit; operate office equipment.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 3 of 3

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)