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## Manager, Budget & Financial Reporting

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### Position Details

<b>Appointing Authority</b>	Summit County Children Services
<b>Department/Division</b>	Children Services
<b>Full Time/Part Time</b>	Full Time
<b>Regular/Temporary</b>	Regular
<b>Work Schedule</b>	Monday – Friday, hours may vary

#### Job Description

The Manager, Budget & Financial Reporting plans and directs the accounting activities within the Fiscal Services Division through coordination and supervision of staff responsible for accounts payable, cash receipts and disbursements, miscellaneous invoicing and financial reporting. The incumbent has direct accountability for financial audits, developing and managing budgets, government funding and reporting. The Manager, Budget & Financial Reporting also develops and manages related policies and procedures insuring compliance with state and federal regulations, Generally Accepted Accounting Principles (GAAP) and internal controls.

The Manager, Budget & Financial Reporting is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, and ages. The Manager, Budget & Financial Reporting commits to adhere to SCCS' mission, vision and values at all times.

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

Bachelor's Degree in Accounting, Finance or Public Accounting and three (3) years' experience in government or not for profit accounting/finance department required.

Master's degree preferred; Experience working in a JFS or child welfare agency, and Title IV-E experience preferred; Prior supervisory experience preferred.

#### Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Demonstrated excellence in writing reports and business correspondence, including press releases. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public, and able to differentiate presentation for those with and without financial background/understanding.

#### Required Qualifications

#### Mathematical Skills

In addition to basic mathematical skills incumbent must have the demonstrated ability to compute rate, ratio, and percent and to draw and interpret bar graphs. In addition, the incumbent must be able to present complex numerical data in an organized and effective manner.

#### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### Computer Skills

To perform this job successfully, an individual must have demonstrated proficiency in all Microsoft Office products, Excel in particular, as well as the demonstrated ability to use or learn applications such as accounting software (QuickBooks), WebRMS and CFIS. Incumbent must understand the SACWIS system and the relationship between various state systems.

#### Preferred Qualifications

<b>Pre-Employment Testing Requirements</b>	Criminal Background Check, Pre-employment Drug and Alcohol Testing
<b>Work Environment</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is rarely exposed to outside weather conditions. The noise level in the work environment is usually moderate.</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<b>Physical Demands</b>	<p>While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate objects; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.</p> <p>The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds.</p> <p>Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p> <p>Certified Public Accountant (CPA) preferred.</p>
<b>Licensing/Certification</b>	<p>Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time to drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.</p> <p>Incumbent must also adhere to agency policies that address these topics.</p> <p><b>Supervisory Responsibilities</b></p> <p>Directly supervises up to five (5) subordinate employees.</p> <p>Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.</p> <p><b>Other Qualifications</b></p>
<b>Additional Information</b>	<p>Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off.</p> <p>Incumbent is required to adhere to Agency rules &amp; regulations and support the mission, vision &amp; guiding principles.</p> <p>Incumbent is required to travel to/from Agency meetings within the County and State as directed by the Executive Director and/or Division Director, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.</p>

**Job Duties**

<b>Job Duty Name</b>	Essential Job Duties and Responsibilities
<b>Description of Job Duty</b>	<ul style="list-style-type: none"> <li>· Provides direct supervision of staff responsible for accounts payable and processing of agency purchase orders, certification, invoice payment and final approval for payment; Assists staff in complex vendor payment issues and works with County Fiscal Office on payables matters.</li> <li>· Oversees the planning and development of the agency's budget and departmental budgets; Works within established budget guidelines and prepares necessary support documentation and justification; Assists managers in tracking and complying with budget limitations and recommends adjustments as deemed necessary; Understands and executes proper procurement procedures as defined for SCCS.</li> <li>· Assists in the financial strategic planning of the agency by evaluating its performance and potential risks; Performs regular financial analysis which is shared with the Executive Director and Deputy Executive Director, Fiscal Services/Chief Financial Officer.</li> <li>· Prepares and oversees preparation of monthly financial statements for Executive Director, SCCS Board of Trustees, Summit County Executive/Council and other entities, as required/requested; Applies Generally Accepted Accounting Principles (GAAP) as necessary in processing and reporting financial information and in maintaining requisite accounting systems.</li> <li>· Coordinates financial audit requests of outside auditors including state, independent, ODJFS, and County Internal with agency staff to ensure compliance; Reviews and provides requested documentation and responds to questions; Directs agency staff to implement recommendations as necessary.</li> <li>· Ensures timely deposit of agency funds (operating and donated) in compliance with state and federal guidelines; Reviews bank reconciliation on segregated account and ensures sufficient internal controls.</li> <li>· Maintains designated and undesignated balances within donated funds and reconciles program balances with respective agency Department Directors/support staff; Reviews and prepares reports on donated funds investment account balances and respective instruments.</li> <li>· Maintains general ledger accountability for tracking expenditures and audit trails for programs and specific grant activities; Provides ad hoc reports and provides financial liaison assistance to grant managers.</li> <li>· Consults with chain of command and/or Executive Director on critical financial decisions and issues, including subordinate personnel issues which may arise.</li> <li>· Provides back up assistance as deemed necessary/appropriate, in the absence of Deputy Executive Director, Fiscal Services/Chief Financial Officer.</li> <li>· Represents the agency in the community; serves on various community and/or State level committees as assigned.</li> </ul>

- Participates in workgroups to complete special projects or goals as assigned; Participates in agency wide and community initiatives which support the overall mission of the agency.
- Provides routine/regular support to subordinate staff as directed by agency policy and/or Chain of Command; Recommends appropriate action and/or policies to support the operational needs of the agency; Conducts and/or participates in All Staff, Divisional, Director and Management Team meetings.
- Mentors staff regarding professional behavior and best practices; Ensures that the agency's mission and vision are carried out by all staff within the incumbent's supervision.

Other duties may be assigned.

**Job Duty Name**

Management Competencies

**Description of Job Duty**

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.
2. Analytical – Collects data; Uses intuition and experience to complement data; Designs work flows and procedures.
3. Business Acumen – Understands business implications of decisions; Aligns work with strategic goals; Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
4. Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
5. Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. Customer Service – Manages difficult or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
7. Decision Making – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
8. Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
9. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
10. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
11. Ethics – Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
12. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
13. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
14. Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner.
15. Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
16. Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
17. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
18. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules staff and their tasks; Develops realistic action plans.
19. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
20. Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
21. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
22. Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

23.Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

24.Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

25.Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

26.Visionary Leadership – Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

27.Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

28.Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

## Requisition Details

<b>Requisition Number</b>	C/U - 1422021-P
<b>Working Title</b>	Manager, Budget & Financial Reporting
<b>Posting Type</b>	External/Public Posting
<b>Number of Vacancies</b>	1
<b>Advertised Salary</b>	\$31.52 per hour minimum
<b>Open Date</b>	09/22/2021
<b>Close Date</b>	12/03/2021
<b>Open Until Filled</b>	No
<b>Special Instructions Summary</b>	

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

- \* Do you have a Bachelor's Degree in Accounting, Finance or Public Accounting?
  - Yes
  - No
  - If no, what is your bachelor's degree in?
- \* Are you a Certified Public Accountant?
  - Yes
  - No
- \* Do you have a Master's degree?
  - Yes
  - No
- \* How many years in government or not for profit accounting/finance experience do you have?
  - 0-2
  - 3-5
  - 6 or more
- \* Do you have experience working in a Child Welfare or other similar agency?
  - Yes
  - No
- \* Which best describes your supervisory experience?
  - None
  - Less than two years
  - Two years
  - Three years
  - Four years
  - Five years
  - Six or more years
- \* Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"  
(Open Ended Question)
- \* Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"  
(Open Ended Question)
- \* Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system as a child or as an adult? If yes, please provide relevant information. If no, please enter "No"  
(Open Ended Question)

- 10. \* Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
  - Yes
  - No
- 11. \* Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"  
(Open Ended Question)
- 12. \* What is your driver's license number? If you do not possess a driver's license, please enter "N/A".  
(Open Ended Question)

**Documents Needed to Apply**

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**Required Documents**

- 1. Resume
- 2. Cover Letter

**Optional Documents**

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