



We're Hiring! Business Manager

Our Agency is searching for a **Business Manager**.

Join our team and make a positive difference in the lives of others, as well as your own.

Essential Job Duties (not all inclusive):

- **Responsible** for agency accounting activities to ensure integrity of accounting system and reporting. Tasks include balancing revenues and expenditures to County Auditor, generating monthly financial statements and tracking fixed asset capitalization.
- **Supervises** payroll department. Responsibilities include assessment of work performance, day-to-day problem solving, and personnel development.
- **Manages** MIP accounting system including managing the chart of accounts and creating new reports.
- **Coordinate** budget appropriation changes with County Commissioners' Budget Office.
- **Develops** the annual budget for the Agency (In conjunction with CFO and Board Management).
- **Assists** the CFO in preparing the annual county board and ICF residence cost reports in the required formats.
- **Responsible** for administering the financial portion of grants for Broadmoor School.
- **Assists** CFO in monitoring local match responsibility for Medicaid waiver program.
- **Performs** the duties of Medicaid Administrative Claiming (MAC) Coordinator.

Requirements:

- **Education/Licensure:** Bachelor's degree with business/accounting major, Master's Degree desirable
- **Experience:** At least 5 years experience in accounting

Hours & Job Location:

- Monday through Friday 8 AM – 4 PM, hours may vary

Interested? Call 440-350-5100 or apply at www.LakeBDD.org/careers/.

Please specify the title of the position you are applying for on your application.

View a full job description on file at the Lake County Board of Developmental Disabilities (LCBDD).

The LCBDD does not discriminate on the basis of race, color, national origin, sex religion, age, or disability in employment or the provision of services. Applicants for employment, consideration for promotional opportunities and other aspects of employment will be judged on the basis of an individual's ability to perform the essential job functions of the position with or without reasonable accommodation. EOE/M/F/D/V



Lake County Board of Developmental Disabilities/Deepwood

Empower individuals with developmental disabilities to engage in activities that enrich their lives and contribute to their community.



440-350-5100



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LakeBDD.org



[@DeepwoodLakeDD](https://www.instagram.com/DeepwoodLakeDD)

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