



**POSITION AVAILABLE:**

**Director of Budget & Financial Management**

**POSTING DATE:** Friday, October 21, 2022  
**DEADLINE TO APPLY:** Open Until Filled  
 (Review of applications will begin Friday, October 28, 2022)

**DEPARTMENT:** Department of Budget & Financial Management (DBFM)  
**LOCATION:** Ravenna, OH

**SCHEDULE:** Monday – Friday, 8:00am – 4:30pm

**SALARY:** \$76,143 - \$114,188 / annual  
**FLSA STATUS:** Unclassified, Exempt

**JOB OBJECTIVES:**

Under the direction of the County Administrator, incumbent is responsible for providing budgetary and financial guidance to and on behalf of the Portage County Board of Commissioners (the Board), and Portage County Departments, as requested. Incumbent is also responsible for Central Accounting Services for the Board and departments including utility billing (Water, Sewer, & Recycling), grant and revolving loan reviews and processing, debt management and accounts receivable collections and tracking.

**MINIMUM QUALIFICATIONS:**

A master’s degree in business administration, Public Administration or equivalent is required, along with five years of work-related experience or a bachelor’s degree and 8 years of County work related experience may be accepted in lieu of master’s degree. Must possess a valid Ohio driver’s license.

**EXAMPLE OF DUTIES:**

Act as the County Appropriations Officer, providing recommendations and coordination for allocating departmental appropriations for expenditure to the Board. Direct supervision of (DBFM) staff including assignments, employee evaluations, approval of leave request, and recommendation of employment status. Prepare resolutions for original and amended appropriations, create and close funds, cash advances, interfund transfers and the Board’s financial policies. Direct coordination of the County’s Tax and Original Appropriation budget processes including direct interactions and training with all County elected officials and department heads, as appropriated by the Board and development of appropriation balancing scenarios. Oversight and development of financial planning models and all historic and projected budget analysis within the County, as requested by the Board and at the Director’s discretion. Oversight and development of computerized management and external agency reports and analysis to assist the Board and departments in decision making, monitoring of funds, and completing reporting requirements to internal and external agencies. Gather information, analyze data, and prepare reports of activities and transactions, and assess individual financial issues and decisions. Develop and track appropriations, certifications, revenues, expenditure and cash flow models for the County’s general fund and other funds, as determined by the Director. Develop projections for request for certification increases and decreases to the County Budget Commission. Indirect and direct oversight, working closely with grant fund administrators to ensure application completeness, fund creation, grant certification and appropriations levels are sufficient to operate throughout the year and in compliance with grant reporting requirements. Participate or lead County initiatives on behalf of the Board or departments related to financial matters and system implementations. Manage central accounting services related to processing of revenues, receivables, expenditures, fixed assets, and journal entries for various department under the Board, including utility billing, recycling, health benefits transaction processing, project accounting, grants, revolving loan funds and debt issuance and management. Continuously prepares, update, develop, and enforce Utility Billing policies, process and procedures that impact County resident’s essential services. Prepare and develop certification for assessments on residents’ property taxes for delinquent billing charges and charges related to the County’s Recycling Program. Oversight of and direct and indirect support for all budget and data entry support for functions including inputting data into multiple financial and office systems. Handle confidential information and analysis, work independently and cooperatively as part of the Board’s Administrative Team, provide direction to the Board, the District, elected officials, and department heads. Acting administrator of the County’s Fleet Management Program, develop and enforce county-wide policies, processes, and procedures to ensure proper controls are in place. The Fleet Program includes but not limited to, fuel cards, maintenance, and vehicle rotation. Continuous review of the County’s processes, enforcement of fiscal/budgetary policies, and making recommendations for enhancements and efficiencies for the County, the District and for individual departments.

For full job description, please request at [hrd@portageco.com](mailto:hrd@portageco.com)

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
 449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
 RAVENNA, OHIO 44266  
 EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225