

WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Revised 10/06/2017  
Dept. Dir. Init. and Date  
SP 10/17/17

<b><u>POSITION</u></b>	<b>Accounting Specialist I</b> Non-Exempt/Classified Appointment Full Time
<b><u>LOCATION</u></b>	1921 East Gypsy Lane Road, Bowling Green, Ohio 43402
<b><u>COMPONENT</u></b>	Administrative Office
<b><u>NORMAL WORKING HOURS</u></b>	8:00 a.m. to 4:30 p.m.
<b><u>SUPERVISION CONTROL</u></b>	Accounting Specialist I is supervised by the Fiscal Services Coordinator
<b><u>POSITIONS SUPERVISED</u></b>	None

**JOB DUTIES AND MINIMUM ACCEPTABLE CHARACTERISTICS**

The Wood County Board of DD has established job duties which must be performed by a " Accounting Specialist I" in accordance to work rules and Board policy/procedures. The following qualification standards are necessary to measure actual ability to perform essential functions of the job.

**80% OF POSITION RESPONSIBILITIES:**

Maintains accurate financial records of the Wood County Board of DD including expenditures, receipts and accounts payable for all components according to federal, state and local mandates. Is proficient backup for essential duties for Accounting Specialists during absences for Accounts Payable and Accounts Receivables.

Responsible for the typing, reconciling and processing of all Board bills in a timely manner for submittal to the Wood County Auditor ensuring all purchases and audits conform to local, state, and federal mandates and Board policies.

Responsible for tracking, billing, and reporting for Payor of Last Resort; outside providers in regards to contracts between county board and private providers.

Codes, edits and corrects documents in preparation for computer input; screens previously coded documents for error and makes corrections. Coordinates and prepares documents.

Advises and consults with Fiscal Coordinator and other administrative personnel, any fiscal problems, technical accounting procedures and/or interpretation and application of policies and relevant statutory requirements. Participates in development of accounting, control and data processing systems. Assists in setting up guidelines and procedures for accounting systems.

Responsible for recording revenue and expenses for HOME Choice and MAC Program.

Proficient in Consumer Data Base for collecting and reporting data information during audits and cost reporting.

Proficiency in file relations of internal software to assist in resolving technical errors/human errors entire agency – 8 departments.

Maintains Contracts and Agreements that are increasing for Outside Providers.

Performs clerical tasks related to processing of data (e.g. initiates correspondence relevant to accounts maintained and materials processed, type reports, answer telephone inquiries).

Maintains adequate filing system for all financial records/documents, performs deposit functions, and issues receipts for cash receipts with cash on hand.

Prepares financial and budgetary reports, statements and other statistical and operational reports as requested and required by the various sources of funding and by Board operation.

## **20% OF POSITION RESPONSIBILITIES:**

Duties such as, but not limited to representing agency to community through attendance at meetings or presentation before groups. Attend conferences, workshops, etc. designed to enhance professional growth. Assume other related duties as assigned by supervisor and/or administration.

## **MINIMUM QUALIFICATIONS**

Must have an Associate Degree in Business Accounting/Finance or equivalent. Must have an understanding of government general accounting principles or equivalent specialized accounting experience. Preferred three (3) years related experience in Accounting/Finance (e.g. reconciliation, posting, budgeting, financial accounting). Must be proficient in Microsoft Word and Excel software.

Must have knowledge of and skill in office practices and procedures, typing, and filing. Must be able to operate a telephone, office machines/equipment, computer and typewriter. Must be able to make use of computers or other technology for prolonged periods of time.

Demonstrate ability to carry out instructions in written, oral, or picture form; sort items into categories. Will organize and prioritize a number of projects simultaneously and prepare meaningful reports. Must be able to meet time frames and designed due dates.

Ohio Department of Developmental Disabilities Certificate eligible, if applicable.

Must obtain and maintain any training, licenses, registration or certification mandated by the Board (Positive Supports First Training, CPR and First Aid Certification, etc.)

Maintain a valid Driver's License. Employee must possess/maintain an acceptable motor vehicle record as established by Board policy and must provide proof of liability insurance per Board procedure.

All new employees must have medical examination and a one-step PPD test to determine fitness for duty. Initial medical examination must be completed within 30 days of employment. One-step PPD must be completed prior to providing direct care services.

The employee is required to submit to pre-employment and random drug and alcohol testing. Pre-employment and random testing results shall test negative in accordance with Board policy and procedure and any applicable state and/or federal law.

Receipt of satisfactory criminal background reports in accordance with ORC 3319.39 and/or OAC 5123:2-2-02. Must receive a satisfactory criminal background report from the County Sheriff of employee's permanent address.

Receipt of acceptable Ohio Department of DD Abuser Registry, Attorney General's Office Ohio Offender Watch/Sex Offender Registry, System for Award Management, Ohio Nurse Aide Registry, Exclusions: OIG, and Office of Ohio Department of Rehabilitation and Corrections Offender Search as a condition of employment and yearly thereafter.

Must be able to lift, carry and move individuals who are receiving services, including children, adolescents and adults in a safe manner according to in-service training unless reasonable accommodation has been made. Must be able to lift, carry and move office supplies and equipment required for day-to-day operations.

Must be able to interact using appropriate and necessary techniques with persons who may display aggressive behaviors and/or provide special health care needs to individuals with developmental disabilities.

Must have strong functional skills to organize information logically, communicate clearly, analyze/solve problems, and relate effectively to people. Will organize and prioritize a number of projects simultaneously and prepare meaningful reports. Must be able to meet time frames and designed due dates. Must be able to make use of computers or other technology for prolonged periods of time, and provide other forms of documentation requiring extensive writing, if applicable.

Must have the ability to relate program philosophy, procedures, goals to the general public in a manner representative of our mission to serve individuals with developmental disabilities. The employee shall serve as a role model to our students/individuals who are receiving services and model appropriate social/moral behaviors. The employee shall maintain professional ethics, protecting the confidentiality of the student's or individual's private life, and other situations, events which must remain confidential.

Must have the ability to communicate effectively with others using the spoken word and communicate in writing clearly and concisely. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants. Must have the ability to present information publicly. Must be able to complete assigned tasks given large caseloads, stressful situations and emergencies.

Must have the ability and analytical skills to use critical thinking and reasoning to solve a problem. Must have the ability to pay attention to the minute details of a project or task while seeing a project to completion. Must have the ability to take care of the persons served needs while following the board's policies and procedures. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants.

Function as a liaison between components and with parents/guardians and as a consumer advocate to ensure their right for choice to live, work and participate in their community.

Must have the ability to establish and maintain good rapport and effectively cooperate with staff, families, individuals who are receiving services, care providers, advisory boards, volunteers and the public.

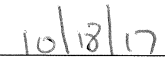
The employee shall endeavor to provide dependable service to the agency and refrain from excessive, abusive use of leave for illness of self or immediate family members. Employee shall adhere to their established work schedule and will ensure timely arrival to work.

Responsible for having knowledge of Board policies/procedures and work rules.

Must have the ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

**Signature of Agency Representative**

  
\_\_\_\_\_  
Brent Baer, Superintendent

  
\_\_\_\_\_  
Date

The Wood County Board of DD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Wood County Board of DD reserves the right to change this job description and/or assign tasks for the employee to perform, as the Wood County Board of DD may deem appropriate.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is performed primarily in an indoor activity based setting, production floor setting, a vehicle and/or an occasional community setting. Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a vehicle; and to verbally communicate to exchange information. Required to safely move/transfer individuals of varying weights using proper lifting techniques and equipment, if applicable.

**REASONABLE ACCOMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**MISSION STATEMENT**

The mission of the Wood County Board of Developmental Disabilities is to support, empower and inspire people.

**PROBATIONARY PERIOD**

Will have a 180 day probationary period.

Position Control No.: 500-049, 500-050