



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: [@PublicHealthDMC](https://www.facebook.com/PublicHealthDMC) • LinkedIn: [@public-health-dayton-&-montgomery-county](https://www.linkedin.com/company/public-health-dayton-&-montgomery-county)

POSITION AVAILABLE

Position: Budget Management Senior Manager

Posting Date: March 29, 2021

Department Office: Administration

Hours: Full-time, M - F 8:00 am - 4:30 pm

Salary Range: D61 \$34.14/hour - \$51.26/hour

\$71,011.20 - \$106,620.80/Annual **

** *Salary commensurate with experience*

Position Description:

To oversee Public Health's budget preparation and monitoring, multi-year revenue and expenditure projections, development of new revenue sources, coordination of the annual operating and capital budget development process, and the monitoring of current grants, revenues, and expenditures for variance against the adopted budget. The position serves as a liaison with other county organizations and community organizations as needed. The position also provides training to the Executive Team and Managers on budget preparation.

Minimum Qualifications:

- Master's Degree in Business Administration, Public Administration, or Accounting and 7 years of progressive experience in budget or financial planning, as a budget/financial analyst or manager; or Bachelor's Degree in Business Administration, Public Administration, or Accounting and 10 years of progressive experience in budget or financial planning as a budget/financial analyst or manager.
- Proficiency with a computerized accounting system.
- Knowledge of public service funding and budget management.
- Knowledge of best practices for budget management.
- Ability to supervise budget management staff.
- Current valid Ohio driver's license & access to a motor vehicle.

Preferred Qualifications:

- Knowledge and use of computer systems (Dynamics D365, GMIS, SAMS, Justice Department, FEMA, etc.)
- Advanced knowledge of Microsoft Office (Excel, Teams, PowerPoint, Access, and Word)

Responsibilities include but not limited to:

- Coordinate the preparation and monitoring of Public Health's operating and capital budgets including developing and presenting procedures, requirements, instructions, and schedules for budget input, review, and modifications.
- Develop budgets for Federal Grants, State Grants, Local Grants, and Private Grants.
- Identify additional revenues for insurance reimbursement, fee for service, and permits/certificate sales.
- Provide training on budgeting best practices to the Executive Team and Managers.
- Plan, coordinate, and present complex budgetary and financial analyses and make sound recommendations to the Public Health Board of Health, Executive Leadership Team, and other stakeholders.
- Improve and develop budget management processes and procedures that integrate systems across departments.
- Develop and update monthly financial reports for budgetary control. Make projections concerning revenues and expenditures for the remainder of the fiscal year and make recommendations to adjust budgets and expenditure authorizations to maintain structural balance between revenues and expenditures.
- Develop budgetary best practice processes and procedures.
- Prepare and communicate correspondence related to budget processes and procedures.
- Provide support to the Human Resources Team to determine allocated budget FTE's, compensation for new hires, complete salary surveys, and turnover data.
- Review and approve expenditures as needed.
- Integrate position control analysis, and salary/benefits cost analysis into the budget process and budget forecasting models.
- Direct and support the development and implementation of financial and statistical measures to evaluate the existing and future environment of Public Health.



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- Prepare annual spread pay salaries and payment schedules for school nurses.
- Prepare and generate budget revisions as requested by departments.
- Complete Annual Financial Report (AFR) for Ohio Department of Health.
- Maintain Public Health's profile in Federal and State grant systems.
- Assist the Accounting Department with audit preparations.
- Assist other departments with the review of major contracts and proposals.
- Provide training for budget software.
- Assist the Health Commissioner and the Director of the Office of Administration as needed.
- Supervise and provide guidance to budget management staff.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours.

PHDMC provides a quality, affordable and competitive package to full time employees, including the following:

- Health, Dental, Vision Insurance, Vacation, sick and personal leave, Paid holidays
- Eligibility to contribute to a Deferred Compensation Program
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website:

<https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file>

- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County Fax (937) 496-3070
117 South Main Street, 2nd Floor humanresources@phdmc.org
Dayton, Ohio 45422

Closing Date to Apply: April, 16, 2021 or until position is filled.

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").