

# MIAMI VALLEY RISK MANAGEMENT ASSOCIATION

## Position Description

**Position Title:** Budget & Operations Manager  
**Reports to:** Executive Director  
**Pay Range:** \$84,000 - \$120,000  
**FLSA Status:** Exempt

### **JOB RESPONSIBILITIES**

Responsible for the management of the MVRMA Budget and Operations Department. Work involves the exercise of discretion and independent judgment involving both MVRMA's finances and general office operations. The duties of this position are of such a nature that the employee often works on a number of projects covering a wide variety of subjects and is under the pressure of completing them within a limited time period. The employee frequently works with considerable independence.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor of Arts in finance, accounting or another related field with additional finance or accounting coursework. A combination of eight (8) years of financial management and general accounting experience, and administration/operations experience, including budgeting, accounting, investments, payroll and auditing and general office management and oversight. Management or supervisory experience preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced level knowledge of the finance, accounting and operations fields.
- Demonstrated knowledge in interpreting, understanding and explaining financial and actuarial reports, and implementing new reporting and/or accounting requirements.
- Demonstrated knowledge of computerized financial reporting systems and database software, and ability to design and implement accounting and financial systems and internal controls.
- Ability to operate related office equipment and machines such as personal computers, photocopiers, and calculators.
- Knowledge of government budgeting and accounting reporting systems and financial reporting standards.
- Ability to plan, organize and supervise the work of others as necessary.
- Ability to establish and maintain cooperative and effective internal and external working relationships.
- Flexibility to travel and work irregular hours, when needed.
- Ability to keep sensitive and privileged information confidential.

### **ESSENTIAL FUNCTIONS**

- Perform and oversee advanced and complex governmental accounting and finance responsibilities.
- Responsible for maintaining MVRMA's financial and personnel records.

- Works with the Executive Director in performing the MVRMA human resources functions, including the accurate and timely issuance of payroll and on-boarding of new staff.
- Responsible for the annual renewal of the MVRMA's employee benefit programs, to include coordination of open enrollment period, application process, and new employee additions.
- Maintains MVRMA records retention policy, including archiving and destruction of records, in accordance with MVRMA policy requirements set by statute.
- Responsible for establishing, maintaining and monitoring the operating budget and revenues throughout the year.
- Responsible for cash flow, payables, receivables and other revenue or income and tax reports, including inputting accounting data into accounting software, preparing and issuing 1099s, and maintaining records of bank deposits and investments.
- Prepares invoices for the Association and handles collection of all payments.
- Reconciles all bank accounts monthly.
- Audits financial transactions for adherence to regulations and adopted policies.
- Projects trends in revenues and expenditures and relays projections and analysis to the Executive Director and others as directed.
- Responsible for the coordination, scheduling and document preparation for the MVRMA's annual financial audit.
- Responsible for all MVRMA administrative functions and duties, including meeting preparation, ordering and stocking of supplies, coordination of office/building maintenance and repairs.
- Produces regular financial statements and reports and provides written and verbal reports to the Executive Director, Executive Committee, Standing Committees and Board of Trustees.
- Develops recommendations for changes in financial procedures or policy.
- Responsible for the preparation, printing, or electronic downloading, of the meeting materials for meetings of the MVRMA Board of Trustees, Executive Committee and Standing Committees.
- Acts as the liaison to the MVRMA's Personnel and Finance Committees, ensuring that meetings of the Committee are scheduled, meeting packets are prepared and minutes/notes memorializing the outcomes and Committee recommendations are completed.
- Assists Executive Director in the collection and reporting of information for insurance renewals
- Provides member cities with information relating to Board policies and procedures and answers routine inquiries relating to MVRMA operations.
- Handles all surety bonds, certificates of insurance, and special event coverage requested from member cities.
- Assist as needed in producing the Association's newsletter.
- Performs other functions as assigned by the Executive Director.

**PHYSICAL DEMANDS:**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, talk or hear. The employee frequently is required to stand, walk, sit and reach with hands or arms. The employee is occasionally required to climb or balance, stoop, kneel or crouch. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

This position description does not state or imply that these are the only duties and responsibilities which may be required of the position incumbent. This position description is not intended to create any contractual rights or responsibilities.

I understand the above duties and requirements as specified in this position description and will perform them to the best of my ability.

\_\_\_\_\_  
*Employee*

*Date*

\_\_\_\_\_  
*Executive Director*

*Date*