



# Miami Valley Communications Council

## Business/Accounting Supervisor

[Full-time, 40 hours per week]

The Miami Valley Communications Council (MVCC) is a council of governments providing public access television channels, facilitating intergovernmental projects and cooperative programs designed to strengthen member cities' capacity to deliver services to their communities more effectively and efficiently.

MVCC is seeking qualified candidates to fill the Business/Accounting Supervisor position to manage a variety of activities by performing, or supervising the performance of, various accounting and office tasks and duties.

The primary responsibilities of the Business/Accounting Supervisor include:

- Analyze, organize, and perform office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisitions of supplies, and other clerical services
- Plan, execute, and manage prudent investment of funds in accordance with the organization's policies and applicable laws
- Formulate and manage procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Prepare activity and financial reports for guidance of management
- Prepare organizational/departmental budgets and initiate cost reduction programs
- Prepare minutes and serve as clerical staff to various boards
- Supervise employees in the areas of administrative and clerical support

### Work Experience & Education

- Bachelor's Degree from a four-year college or university preferred; or an Associate's degree and three to five years of recent related experience and/or training; or an equivalent combination of education and experience
- Local government experience helpful

### Required Skills:

- Public servant orientation and strong customer service focus
- Effective problem solver, who can identify and resolve problems in a timely manner; gathers and analyzes information skillfully; develops alternate solutions
- Ability to effectively present information to top management, public groups, and/or boards of directors
- Strives to continuously build knowledge base and skills; shares expertise with others
- Self-motivated and able to work independently
- Strong computer skills, particularly with knowledge of accounting and database software; human resources systems; payroll systems; and spreadsheet and word processing software
- Must have a valid Ohio Driver's License

Expected Starting Pay Range: \$27.54 - \$32.71 per hour, depending on qualifications and experience, plus benefits (including OPERS participation)

An Equal Opportunity Employer

To apply, please submit cover letter, resume and three professional references by April 20, 2017 to Brian Humphress, Executive Director, Miami Valley Communications Council at [employment@mvcc.net](mailto:employment@mvcc.net) or by mail at 1195 East Alex-Bell Road, Centerville, OH 45459.