

OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY

Job Title: **SENIOR PROGRAM OPERATIONS MANAGER**

Starting Salary: \$90,000 yr.

Position Number: 20078334

Job Classification/Status: Unclassified, Exempt

Division/Office: Community Services/Division Support

Work Hours: Day hours, M-F

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Supervisor: Tom Fitz Gibbon

DATE POSTED: OCTOBER 28, 2024

DEADLINE FOR APPLYING: NOVEMBER 12, 2024

We are looking for a motivated, self-starter to join our team in our Office of Division Support in the Community Services Division (CSD). This position includes opportunities to work independently while using your forensic accounting and attention to detail skill set to assist program offices with their grant accounting.

As a **Senior Program Operations Manager**, you will provide technical assistance and review on program and grant budgets, while ensuring that reporting to Federal and State funders is accurate and grants are fully reconciled at the end of the grant lifecycle.

Some of the duties you will perform:

- Create and enforce procedures that ensure accurate processing of development funds and pass-through funds. Assists in the development of systems and guidelines for fiscal and grant management.
- Serves as liaison between Legal, Finance and Audit Offices regarding fiscal concerns. Prepares periodic program financial status reports and trains staff on how to utilize.
- Monitors and evaluates grantee fiscal reporting and expenditure patterns as well as monitoring for irregular activities in CSD fiscal records.
- Monitor Federal and State regulatory and program updates to keep CSD operations in compliance.
- Reconcile grants throughout their lifecycle to ensure that by the end of the reporting period all financial data is accurate.
- Proactively work with program and budgeting teams to fully draw grant funding and efficiently spend to meet timeliness benchmarks.

Qualifications

1. Bachelor's degree in public administration, public policy, accounting, economics, business administration, political science or related area **OR** equivalent work experience.
2. Experience in program and/or project budgeting.
3. Experience with Federal regulations and program compliance.
4. Excellent oral, written, and interpersonal skills with experience dealing with many types of people at various levels.
5. Computer proficiency with experience using word processing, spreadsheet and database software required.
6. Must possess valid driver's license and be able to occasionally travel to various sites around Ohio.

This position requires you to work in the office Monday-Friday with flexibility in starting and ending times. The job is located in the Vern Riffe building, 77 South High St. Columbus, OH 43215

The final candidate selected for this position will be required to undergo a criminal background check and drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR

SUBMIT RESUME/APPLICATION TO:

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130
hr@development.ohio.gov

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