



Butler County
Mental Health & Addiction
Recovery Services Board

5963 Boymel Drive
Fairfield, Ohio 45014-5541
Phone: 513-860-9240
Fax: 513-860-9241
TDD: 860-8395

Position Title

Assistant Director of Finance & Administrative Services

Posting Information

- **Date Posted:** April 10, 2026
 - **Application Deadline:** April 30, 2026, at 4:30 p.m.
 - **Salary Range:** \$68,258 – \$98,969 annually
 - **Work Location:** In-person (Fairfield, Ohio)
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Position Overview

The Butler County Mental Health & Addiction Recovery Services (MHARS) Board is seeking a highly motivated and detail-oriented professional to serve as Assistant Director of Finance & Administrative Services. This leadership role supports the financial operations and administrative functions of the Board and plays a key role in ensuring fiscal integrity, regulatory compliance, and operational effectiveness.

The Assistant Director works closely with the Director of Finance & Administrative Services to support strategic financial planning, oversee accounting processes, and maintain critical information systems. This position also collaborates with service providers, funding agencies, and internal stakeholders to advance the Board's mission of supporting mental health and addiction recovery services throughout Butler County.

Key Responsibilities

- Assist in the oversight of the Board's financial operations, including accounting, budgeting, and financial reporting
 - Support development and monitoring of annual budgets and financial forecasts
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- Ensure compliance with applicable federal, state, and local regulations, including Ohio public sector financial requirements
- Prepare and analyze financial reports for leadership, auditors, and governing board use
- Provide administrative and operational support to the Director of Finance & Administrative Services
- Serve as backup to the Finance Director, as assigned

Systems & Technology Oversight

- Administer and maintain the Board's Management Information System (MIS)
- Support accounting, billing, and budgeting systems
- Coordinate IT-related functions, including vendor relationships and system upgrades
- Provide limited technical support for staff related to financial and administrative systems
- Assist in maintaining local area network functionality and office technology resources

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field
- Minimum of three (3) to five (5) years of progressively responsible experience in accounting, finance, or public administration
- Demonstrated knowledge of governmental accounting principles and financial reporting
- Strong analytical, organizational, and problem-solving skills
- Proficiency in Microsoft Excel and financial management systems
- Ability to communicate effectively with internal and external stakeholders

Preferred Qualifications

- Experience in Ohio public sector or governmental accounting
- Familiarity with mental health or human services funding structures
- Experience with financial systems implementation or administration



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Compensation & Benefits

The MHARS Board offers a comprehensive benefits package, including:

- Health, dental, and vision insurance
 - Health Savings Account (HSA)
 - Life insurance
 - Paid time off (PTO)
 - Retirement plan (Ohio Public Employees Retirement System – OPERS)
 - Tuition reimbursement
 - Professional development opportunities
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Application Process

Qualified applicants must submit a resume no later than **4:30 p.m. on April 30, 2026**.

Submission options:

- **Email:** darrell.burton@bcoho.gov
 - **Mail:**
Butler County MHARS Board
Attn: Director of Finance & Administrative Services
5963 Boymel Drive
Fairfield, OH 45014
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Equal Opportunity Employer

The Butler County Mental Health & Addiction Recovery Services Board is an Equal Opportunity Employer and complies with all applicable federal and state employment laws.
