

Chief Financial Officer / Director of Administrative Services

Location:

150 E 2nd St, Chillicothe, OH 45601

Company:

Ross County Health District

Pay: \$70,000.00 - \$90,000.00 per year

Job description:

The Ross County Health District, is an equal opportunity employer, strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.

POSITION INTRODUCTION:

The Ross County Health District is seeking an experienced, ethical, and solutions-focused Chief Financial Officer/Director of Administrative Services (CFO/DAS) to serve as a key member of the agency's Senior Leadership Team.

The CFO/DAS is responsible for planning, directing, communicating, and administering the fiscal and administrative operations of the Ross County Health District. This position ensures the financial integrity of the agency by overseeing governmental accounting, budgeting, financial reporting, payroll, purchasing, grant management, internal controls, audits, and fiscal compliance with federal, state, and local requirements.

The CFO/DAS serves as a strategic advisor to the Health Commissioner, Board of Health, and agency leadership by translating complex financial information into meaningful recommendations, identifying fiscal risks and opportunities, and supporting long-term organizational sustainability. This position works collaboratively with division directors to ensure responsible stewardship of public funds while improving operational efficiency across the agency.

In addition to financial leadership, the CFO/DAS oversees assigned administrative services, including procurement, contracts, records management, insurance, facilities, information technology, and other administrative functions as assigned. The position promotes a culture of accountability, continuous improvement, teamwork, and exceptional public service while supporting the agency's mission of protecting and improving the health of Ross County residents.

MINIMUM QUALIFICATIONS and CHARACTERISTICS:

- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, or a closely related field.

- At least three years of progressive finance and accounting management experience, with direct supervisory experience.
- Demonstrated experience preparing and managing complex governmental or organizational budgets and financial reports.
- Knowledge of governmental accounting principles, internal controls, audit preparation, procurement, and regulatory compliance.
- Supervisory or management experience, including employee development and performance management.
- Strong analytical, organizational, and problem-solving skills with the ability to interpret complex financial data and develop meaningful management reports.
- Excellent written, verbal, and presentation skills with the ability to communicate financial information to diverse audiences.
- Advanced proficiency in Microsoft Excel and experience with financial or fund accounting software.
- Ability to establish productive working relationships with staff, leadership, Board members, auditors, grantors, vendors, and community partners.
- Ability to maintain confidentiality and exercise sound professional judgment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must have a valid State of Ohio driver's license and remain insurable in accordance with the agency's insurance policy.
- Ability to pass a B.C.I. Background Check.
- Ability to pass a drug screening.
- Notary Public with a current registration preferred but not required.

BENEFITS:

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Retirement Plan (OPERS)

Tuition Reimbursement

Vacation

Sick Leave

Personal Leave

14 Paid Holidays

SALARY RANGE:

Pay commensurate with experience!

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Retirement plan
- Tuition reimbursement
- Vision insurance

Work Location: In person

Please contact
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