

County Board Employee Certification Standards
 5123-5-08 Business Manager Certification
 Standards Effective August 19, 2024

	Business Manager
Requirements for Initial Certification	<ul style="list-style-type: none"> • Bachelor’s degree, or graduate-level degree in accounting, business administration, finance, public administration, or a related field of study, or • Bachelor’s degree or graduate-level degree from an accredited college or university in any field of study and has at least two years of full-time (or equivalent part-time), supervised, paid work experience with demonstrated competency in accounting, financial management, and budgeting, or • Is a Certified Public Accountant
Within 90 days of employment	8-hour orientation program consisting of an overview of the county board, including: (i) Mission, vision, values and organizational structure; (ii) Policies, procedures, and work rules; (iii) Ethical and professional conduct and practice; and (iv) Avoiding conflicts of interest. (b) Serving individuals with developmental disabilities, including: (i) Person-centered philosophy and practice; (ii) The rights of individuals with developmental disabilities set forth in sections 5123.62 of the Revised Code; and (iii) The requirements of rule 5123-17-02 of the Administrative Code. (c) The department-provided orientation program in cost report preparation described in paragraph (O)(4)(a) of rule 5123-4-01 of the Administrative Code .
During first year of employment	Forty (40) hours of continuing education that includes but is not limited to: (a) Budgeting; (b) Financial Reporting; (c) Monthly financial reporting; (d) Day-to-day fiscal operations of county boards; and (e) Financial audits of county boards .
Annual training requirements	<ul style="list-style-type: none"> • Successfully completed, during each year of the five year period of the preceding business manager certification, at least one hundred hours of continuing professional education which shall include, but is not limited to: (a) The department-provided annual training in cost report preparation described in paragraph (O)(4)(b) of rule 5123-4-01 of the Administrative Code; (b) The rights of individuals with developmental disabilities set forth in sections 5123.62 of the Revised Code; and (c) The requirements of rule 5123-17-02 of the Administrative Code including a review of health and safety alerts issued by the department since the previous year's training.
Continuing professional education	100 hours per year (100 hours in 5 years)
Duration of Certification	5 years
Application Fee	\$75

*or equivalent part-time