

### Business Operations Supervisor

South East Area Health Education Center (SEAHEC), in conjunction with the Louisiana Office of Public Health (OPH) STD/HIV/Hepatitis Program is currently recruiting an individual to serve as Business Operations Supervisor in the OPH STD/HIV/Hepatitis Program.

This is a supervisory position that provides business/fiscal leadership to the Office of Public Health (OPH), STD/HIV/Hepatitis Program, which is a large, complex statewide Program. This position serves as the Business Operations Supervisor with the primary task of supporting fiscal management of federal, state, and contractual budgets for the STD/HIV/Hepatitis Program (SHHP). Operations include 70-75 contracts and administration of over \$85 million in federal grants, state funds, and generated revenue. The duties of this position include fiscal management support of over 15 different awards funding the activities of about 10 different program units.

#### Minimum Qualifications:

A Master's degree in business administration, public administration or related field. Education must include coursework in basic accounting, financial management, statistical methods and managing information systems. Requires at least four (4) years of experience in fiscal administration for public or non-profit organizations. Requires extensive skills using computer financial, accounting and other related spreadsheets, database programs, and word processing programs.

To apply for this position, send Resume to: Tsegaye.Asefa@la.gov Must reference job title in subject line. **Open until filled.**