

### Business Operations Supervisor

Southeast Louisiana Area Health Education Center (SELAHEC), 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 supervisory position provides business/fiscal leadership to the Office of Public Health (OPH), STD/HIV/Hepatitis Program, an extensive, complex statewide Program. This position serves as the Business Operations Supervisor to support 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 ten other 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.