

Cerro Gordo Department of Public Health
Administration Service Section
22 N. Georgia Avenue, Suite 300
Mason City, IA 50401
(641) 421-9300

Position Description: Finance and Administration Service Manager
Reports To: Health Director
FLSA Status: Exempt, Full Time
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m.
Salary Range: \$50,000 – \$70,000 DOQ
Prepared By:
Prepare Date: January, 2016
Approved By: Health Director
Approved Date: March 2018
Reviewed Date: December 2018

Definition:

The Finance and Administration Service Manager, under the direction of the Health Director, is a highly responsible professional overseeing the finance departmental functions and supervision of the Administrative Service Section. This leadership position requires strong interpersonal, communication, attention to detail and independent decision making skills to exercise a collaborative approach to solve complex financial issues.

Duties:

Performs and manages all accounting functions to include fiscal budgeting, fiscal amendments, operational and financial reports with trending and financial analysis of departmental net positions. The preparation of the required medical cost reports with followed commitment to its audit and final approval completion. Prepare and calculate the Department's annual Cost Allocation Plan for indirect rate documentation. Direct, coordinate, and supervise all service section functions of administrative staff.

Responsibilities:

1. Manage departmental financial/budget accountability.

Core Competency: Analytical/assessment skills, communication skills, policy development/program planning skills, cultural competency skills, community dimensions of practice skills, leadership and systems thinking skills, and financial planning and management skills.

- Determine financial trends.
- Initiate strategic financial planning and budgeting.
- Prepare, maintain, compile and update department end-of-month, quarterly, and annual financial reports.
- Submit budget forecast reporting to Director monthly or as required.
- Assist Health Director and Service Section Managers in preparing fiscal and amended budget for Board of Health approval and Board of Supervisors adoption.
- Develop, finalize and present the department's budget to the Board of Health and Board of Supervisors.
- Assist the Health Director in preparing the end of year annual financial and service review report and present to the Board of Health.
- Prepare and submit the quarterly Medicare Credit Balance Report.
- Establish, refine and maintain financial policies to improve efficiency and effectiveness.
- Develop, bid and manage all operational infrastructures, to include, but not limited to information technology, communication equipment, office equipment, supply needs, building lease and janitorial contracts.
- Develop and implement improved financial and administrative systems and formats.

2. Manage administrative functions.

Core Competency: Analytical/assessment skills, communication skills, policy development/program planning skills, cultural competency skills, community dimensions of skills practice, financial planning and management skills, and leadership and systems thinking skills.

- Oversee employee payroll and benefit coordination with Court House staff.
- Oversee warrant claim submission to the Auditor's office.
- Oversee transaction accounting to include preparing and posting accounts payable, accounts receivable and billing to the general ledger.
- Oversee revenue posting and submission of revenue receipts to the Treasurer's office.
- Establish service section administrative support priorities and completion timelines.
- Establish information technology systems and task priorities and completion timelines.
- Review and reconcile receipts, bill and cash received for error standards and assure accuracy to prevent discrepancies and financial loss.
- Perform audit comparing department's budget accounts to Auditor's budget accounts to insure financial accuracy.
- Serve as key contact person on accounting issues with the County's Auditor/Treasurer's office, government groups, and business partners.
- Oversee the functions that categorize, index, and file deposit materials, forms, and monies received to assure proper handling, retention and irretrievability.

3. Assist in employee relation functions.

Core Competency: Analytical/assessment skills, communication skills, policy development/program planning skills, cultural competency skills, community dimensions of skills practice, financial planning and management skills, and leadership and systems thinking skills.

- Create and maintain a high performance environment characterized by positive leadership and a strong team orientation.
- Communicate regularly with assigned staff on progress toward result/goal productivity, providing feedback, and initiating ideas or actions for continued growth.
- Evaluate assigned staff at scheduled intervals.
- Assist and identify staff training needs.

4. Understand roles within the Emergency Response Team.

Core Competency: Analytical/assessment skills, communication skills, policy development/program planning skills, cultural competency skills, community dimensions of skills practice, public health sciences skills, financial planning and management skills, and leadership and systems thinking skills.

- Sustain an effective knowledge of the department's public health preparedness and response plan.
- Have a comprehensible understanding of Chain-of-Command, Incident Command System and National Incident Management protocol.
- Complete the NIMS required courses in position protocol.
- Participate in exercise simulations to test the department's public health preparedness and response plan.

5. Grant management team responsibilities.

Core Competency: Analytical/assessment skills, communication skills, policy development/program planning skills, cultural competency skills, community dimensions of skills practice, financial planning and management skills, and leadership and systems thinking skills.

- Prepare and maintain all public and private grants contracts, accounts receivable and accounts payable as specified in each grant contract through the billing voucher process.
- Coordinate all governmental grant audit report requests.

Education and Experience Required:

- Bachelor's degree in Finance or Accounting and two or more years of experience;
- OR
- Bachelor's degree in Management or Business Administration with five or more years of experience in finance.

- Prefer a master's degree in finance, management, or business administration along with 2 years of local public health experience.
- Skilled in the operation of a variety of office equipment including personal computers and mid-range computers.

Public Health Preparedness:

- Knowledge of public health preparedness issues and a competent level of knowledge of the Incident Command System and National Incident Management System. Ability to achieve the position course requirements of the National Incident Command System competency training.

Training/Continuing Education Requirements:

- This position will have a minimum of 30 training/education hours per year. Additional requirements may apply based on certifications & licensing available; please see Manager's Guide for incentivized certifications & licensing.

Licensure Requirements:

- None

Optional Licensure Incentives:

- As approved by the health director, any approved and applicable licensure or certification listed per Cerro Gordo County Department of Public Health Employee Handbook or Manager's Guide

Physical Requirements:

- The job will involve frequent activities that include walking, sitting, and standing. Individual will be required to carry audio-visual equipment that weighs up to 50 pounds. The individual will be required to have corrected 20/20 vision and color vision. The individual will be required to have hearing ability not to exceed hearing loss greater than 50 decibels at any frequency.

Special Requirements:

- Ability to obtain a valid Iowa Class C Driver's License.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Dependable personal automobile.

Environmental Adaptability:

- Position will not cause exposure to high risk environmental exposure. Individual will be exposed to moderate noise environment (business office with computers, classroom noise and telephone).
- Position will not cause exposure to high-risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.