

WESTERN U.P. HEALTH DEPARTMENT

JOB DESCRIPTION

JOB TITLE:	Director of Finance
DIVISION/DEPARTMENT:	Administrative Unit
REPORTS TO:	Health Officer/Administrator

POSITION SUMMARY:

Under the direction of the Health Officer/Administrator, the Director of Finance is responsible for budgeting and reporting, accounts receivable and payable, payroll, contracts and purchasing, and inventory operations of the Western Upper Peninsula Health Department (WUPHD). The Director of Finance is responsible for providing the Health Officer/Administrator and management staff financial and contractual information necessary to make decisions regarding the operations of WUPHD. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

ESSENTIAL FUNCTIONS:

1. Supervises the accounting staff.
2. Develops accounting and billing policies, procedures, and controls in accordance with WUPHD standards, governmental accounting practices, grantor rules, and state law.
3. Serves as the fiscal representative for all grants and contracts maintained by WUPHD, which includes communicating with Grantors through the budget process, reporting program activity and ensuring special grantor rules are followed. Reconciles all grant and contract receivables to WUPHD's general ledger. Ensure that the funding received from the grantor reflects what is stated in the contract and grant.
4. Prepares a variety of financial statements and reports that comply with WUPHD, grant, federal, state, and county standards, codes, and regulations as well as generally accepted accounting principles.
5. Coordinates financial accounting with auditors and State and County accounting offices. Authorizes the transfer of funds and deposits of WUPHD revenue with the County Treasurer.
6. Works with Division Directors in preparing their program's projected revenues and expenditures for the Grantor and WUPHD budgets. Reviews monthly financial and budget reports with Directors and advises them regarding the status of programs and accounts based on spending patterns and projected budgets.
7. Analyzes financial records and documents to identify irregular circumstances and errors, resolve discrepancies, and take or recommend financial corrective action.

8. Regularly presents the budget and other financial information to the Board of Health.
9. Periodically evaluates WUPHD personnel salary and benefits.
10. Investigates and reports on changes in regulations, reimbursement rates, and other situations which affect WUPHD finances. Recommends short-and long-term plans, goals, and objectives regarding the same.
11. Oversees accounts payable ledgers, assigns cost classifications, audits invoices received, ensures proper documentation, and authorizes payment.
12. Oversees and verifies the posting of journals, ledgers, vendor payments, and revenue receipts.
13. Oversees the payroll function and verifies payroll transactions and payroll reports. Oversees the preparation of reports related to federal and state payroll taxes.
14. Oversees the departmental medical supply purchasing, conducts research, investigates pricing, researches and joins purchasing cooperatives, and creates and maintains an inventory management system.
15. Serves as WUPHD liaison with external auditors.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends required meetings and in-services, and participate on committees as requested.
2. Maintains professional growth and development; keep abreast of current trends and legislation in the accounting field; maintain professional affiliations.
3. During a public health emergency, position may be assigned to any job needed inside or outside WUPHD.
4. Performs other duties as required.

JOB QUALIFICATIONS:

1. Bachelor's degree in business with concentration/major in accounting or government fund accounting, or equivalent degree. CPA and/or MBA preferred.
2. Five years' experience in public health accounting, government accounting, auditing, or health care service, sufficient to provide strong working knowledge of accounting principles, practices, and methods in government fund accounting.
3. Three years' experience with integrated data base financial management systems.
4. Three year's supervisory experience.

Knowledge, Skills, and Abilities Required

1. Ability to work with peers in a participative management style.
2. Ability to form positive relationships with WUPHD staff, public officials, Board of Health members, and state health department staff.
3. Ability to identify and develop areas of opportunity for WUPHD.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to effectively hire, train, supervise, and evaluate staff.
6. Ability to determine work priorities, and be flexible, as necessary.

SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- Must be able to see at a near normal vision acuity level.
- Must be able to hear normal speech and sounds, speak.
- Must be able to continually use one or both hands, sit for prolonged periods.
- Must be able to frequently walk, stand, stoop, bend, squat, kneel.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.

WORK ENVIRONMENT AND HAZARDS:

- Normal indoor office/work area. Normal light, heat, air and space; little or no hazards.
- Noise level is minimal to moderate.
- Occasional travel between offices in district and within state.

CLASSIFICATION: Exempt, Non-bargaining, Management

ADMINISTRATIVE GRADE: A-20

SUPERVISES: Accounting Department Staff

APPROVED BY:

DATE:

Health Officer/Administrator

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.