

South Heartland District Health Department

Job Description

TITLE: Finance Manager / Operations Manager (Management – Tier 2)	OCCUPATION: Public Health Administration
POSITION STATUS: Full-time Regular	FLSA STATUS: Non-Exempt
SALARY RANGE: (Entry level) \$15.15/hr – \$19.44/hr (Mid-level) \$18.43/hr - \$23.74/hr (High-level) \$23.21/hr - \$29.13/hr	DATE CREATED/ REVISED: March 2018
REPORTS TO: Executive Director	APPROVED BY: Michele Bever

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

QUALIFICATIONS/EXPERIENCE:

- Bachelor's degree from an accredited college or university in accounting, finance, or related field. Master's degree in business, finance, administration or accounting preferred.
- Prefer 1 or more years of experience working in a fast-paced finance or accounting environment.
- Proficient in QuickBooks, Microsoft Office and common computer and database applications.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, facsimile machines and telephone systems.

CERTIFICATION, LICENSES, REGISTRATIONS:

- Valid Nebraska driver's license, vehicle and safe driving record required.
- Notary Public certification, or obtained within 6 months of hire.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies and procedures and various laws and regulations.
- Must possess a valid Nebraska driver's license and ability to travel within the health department's four county service area, and outside of health district on occasion.
- Must successfully pass a background check.
- Must be able to work occasional evenings and weekends to fulfill project work plan activities and health department outreach activities.
- National Incident Management System (NIMS) compliant within 30 days of hire.
- Basic alignment with identified core competencies for public health professionals (see below), with progressive development toward full alignment expected as part of workforce development activities.

JOB SUMMARY: Responsible for accounts payable/receivable processes, procurement, payroll management, tracking organizational and program budgets, and providing financial/budget status reports, including bi-monthly financial reports for the Board of Health. Develops organizational annual budget and program budgets in partnership with the executive director and program coordinators. Oversees day-to-day finance operations and procedures and participates in quality improvement initiatives in order to ensure organizational effectiveness and efficiency. Upholds SHDHD internal controls and complies with auditor and grant program review requests. Serves as primary manager of finance and operations at South Heartland District Health Department, contributes to staff meetings and Board meetings, provides customer service, processes documents and requisitions, and organizes files and information. Completes other duties as assigned.

PRIMARY JOB DUTIES include, but are not limited to:

- Responsible for the overall operations and finance processes.
- Oversee the purchasing and maintenance of accounting software.
- Process accounts payable/receivable.

- Process payroll and calculate/track fringe benefits.
- Coordinate procurement processes (requisitions, invoices) and develop/maintain inventory management system.
- Monitor department credit card, operating line of credit, bank relationships and other fiscal duties.
- Provide financial/budget status reports, including quarterly grant or contract reporting to funders and bi-monthly reports to the Board of Health.
- Prepare documentation for auditor and program reviewers and respond to queries and requests.
- Provide general office support for employees and customers.
- Provide (or supervise) front office staff in customer service. Answer phones, greet visitors, communicate with vendors, take and direct questions or messages to appropriate staff members, respond appropriately to inquiries.
- Contribute to hiring and new employee orientation procedures, assuring completion of required SHDHD forms, background checks and employment verification, and training employees on policies/procedures, office equipment and forms.
- Design/maintain electronic and paper filing systems. Maintain and ensure security of office files and records.
- Demonstrate sound fiscal accountability.
- Maintain strict confidentiality of sensitive information in accordance with HIPAA regulations, SHDHD Confidentiality Policy, and SHDHD HIPAA plan.
- Compliance with all SHDHD policies and procedures and internal controls. Conduct regular review of policies and procedures.
- Participate in assigned internal staff committees.
- Participate in required SHDHD trainings and staff development opportunities.
- Participate in performance management and quality improvement activities.
- Work some evenings and weekends when needed.
- Represent SHDHD in a professional manner at all times.
- Assist with emergency response efforts to disease outbreaks and/or disasters when requested. Fulfill assigned administrative or other roles in SHDHD's incident management structure.
- Other duties as assigned.

SCOPE OF AUTHORITY: This position may progressively develop supervisory responsibilities with other SHDHD administrative staff.

ACCOUNTABILITY: Utilize and incorporate professional standards of practice criteria and guidelines into program development, implementation, and evaluation. Be knowledgeable of and follow OMB guidance and general accounting practices, being mindful of the need for cost-effective use of resources. Participate in the process of continually improving quality and performance. Provide accurate and timely data, records and summary reports for reporting to the Board of Health or as required by program grants or contracts.

SECURITY/ACCESS: This employee will be issued picture identification and will understand and comply with agency security/access policies and procedures.

EXPOSURE TO HAZARDS: Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions. The employee may have to drive in inclement weather and must have the ability to navigate out-of-town travel. The employee will be exposed to a variety of environments when visiting business sites such as high noise levels, dust and pollution for short periods of time.

PHYSICAL/CRITICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; walk, stand, and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee may encounter volunteers, board members, and interested/impacted individuals from preschool to older adult age group, from varying cultural and ethnic

backgrounds, from diverse regional locations, and from differing service-related sources. Must be knowledgeable and sensitive to the needs of vulnerable and at-risk populations and to issues about trauma and its effects; communicates the importance of trauma to others, and supports trauma-informed changes, health literacy and CLAS standards in service delivery.

IDENTIFIED SKILL SETS AND CORE COMPETENCIES OF PUBLIC HEALTH:

Basic skills and abilities required:

- Extensive knowledge of general office practices and procedures.
- Expert knowledge of budgeting, financial statements and relationships, analytical techniques, operations, and working knowledge of Generally Accepted Accounting Principles, practices, and procedures.
- Basic knowledge of federal grants management.
- Basic knowledge of human resources functions, including employment laws and practices as well as benefits and compensation administration.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities and meet established deadlines.
- Ability to apply critical thinking and problem solving skills.
- Ability to comply with work plans, reporting requirements, timelines and budgets per grants/contracts and SHDHD policies and procedures.
- Ability to readily assume responsibility.
- Ability to exercise objective judgment in the application of professional services.
- Ability to maintain an objective attitude and maintain a calm, supportive demeanor in a fast-paced team environment, establishing and maintaining collaborative and effective working relationships with coworkers and external partners.

Note: SHDHD is aligning all positions with the Core Competencies of Public Health. The Finance/Operations Manager is considered a Tier 2 – Program Management/Supervisory Level*. Below are the identified core competencies that are priorities for this position:

**Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise. (from: Core Competencies for Public Health Professionals, Council on Linkages, 2014)*

- Financial Planning and Management:
 - 7B6. Develops program budgets.
 - 7B10. Uses financial analysis methods in decisions about policies, programs, and services (e.g., cost effectiveness, cost-benefit, cost-utility analysis, return on investment).
 - 7B11. Manages programs within current and projected budgets and staffing levels
 - 7B14. Uses evaluation results to improve program and organizational performance
 - 7B16. Uses performance management systems for program and organizational improvement
- Analysis and Assessment:
 - 1B3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - 1B4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - 1B8-1B10. Collects, analyzes and interprets quantitative and qualitative data
 - 1B14. Makes evidence-based decisions.
- Public Health Sciences:
 - 6B4. Applies public health sciences in the administration and management of programs.
 - 6B7. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services
- Leadership and Systems Thinking:
 - 8B9. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
- Policy Development and Program Planning:
 - 2B2. Develops program goals and objectives.
 - 2B3. Contributes to the development of organizational strategic plan.
- Communication and Cultural Competency:
 - 4B5. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community