

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Finance Administrator	
<b>TITLE CODE:</b> 1330	<b>SERIES:</b> Accounting/Financial
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$18.08-\$23.00</b> <b>GRADE: 21</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Local Health Department Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provide for planning, organization and direction of the financial affairs of a local health department. Prepare the annual budget of the department, monitor the budget to ensure conformance with provisions of the budget. Establish/maintain appropriate accounting procedures that comply with the rules and regulations. Prepare reports for the various entities requiring reports and plans. Develop, implement and oversee adherence to goals and objectives of accounting, financial, reporting, budgeting, internal control and grants management functions.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management or closely related degrees.

**EXPERIENCE:** Three (3) years experience in an administrative or management capacity, where fiscal, budgeting, accounting, payroll and accounts payable responsibilities have been demonstrated.

### **SUBSTITUTION CLAUSE:**

**EDUCATION:** Additional education in the field will substitute for the required experience, not to exceed three (3) years.

**EXPERIENCE:** High School Diploma/GED and five (5) years experience which provides the required knowledge, skills and abilities required for the position will substitute for the required education.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Develop and manage a comprehensive accounting program. Direct the preparation of statutory, regulatory and/or state and federal financial reports. Analyze financial statistics and other accounting data. Coordinate assigned functions with service delivery, administrative and programmatic functions. Provide effective input into the agency's strategic planning process. Supervise the billing and collection of monies for health services rendered by the department. Prepare/participate in the development and implementation of administrative policies and procedures. Direct operational analysis of accounting systems and reviews. Analyze and provide input on all budget related commitments, represent the financial interests of the agency, provide technical assistance to others on accounting and fiscal matters. Arrange audits of regulated LHD accounts and administer and interprets policies, rules and laws. Coordinate the process and supervise staff.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

### **ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07/01/06

**DATE OF LAST REVISION:** 12/03/2010

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.