

# CASCADE COUNTY

## Job Vacancy Announcement

<b>Position: Administrative Services Manager</b>	<b>Closing Date: May 18, 2012</b>
<b>County Department: City-County Health Dept.</b>	<b>Dept. Admin.: Alicia Thompson</b>
<b>Type of Position: Full-time</b>	<b>Salary: \$45,760-\$49,000 DOE</b>
<b>Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service</b> <b>All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date</b>	

### Description of Position

Under the general direction of the Health Officer is responsible for the efficiently and effectively directing, managing, supervising, and coordinating daily activities and operations of Health Department Administrative and Finance Services Personnel. Conducts training, performance evaluations, assigns work, sets priorities, and approves leave, participates in hiring, counseling and discipline. Oversees the professional and skills development of the support staff and ensures appropriate office staffing. This position manages the financial and support services operations for the Health Department, preparing budgets including fiscal analysis, projections and statistics for budgetary purposes, also serves as liaison with the County offices, Health Center CFO/COO and grantors and collaborates with Division Managers, assisting with preparation, coordination and oversight of contracts for the Health Department. Maintains accounts, monitors entries, analyzing problems and working with vendors to identify and solve problems. Develops and implements procedures to ensure internal controls and the efficient and timely collection of revenues. Trains clerical and other department staff in the use and operation of the finance system. Responsible for HIPAA and risk compliance throughout Health department divisions and programs. Works closely with Cascade County Fiscal Officer and Accounting Department to ensure Cascade County Fiscal policy is implemented in all Health Department programs. Maintains financial aspect of the Health Department practice management system HDIS for immunization, environmental health and targeted case management billing. Oversees the purchasing process for supplies, materials and equipment, including preparing the specifications for bids. Oversees budget development and provides support on a division/program level throughout the budget cycle. Works with division management on fiscal aspects of program/project development. Reviews preliminary budget data submitted by each division. Oversees the preparation of support documentation and collaborates with the County Finance Officer to publish the adopted budget and budget revisions. Ensures individual division budgets are monitored and directs the preparation of monthly, quarterly and year-end financial statements. Coordinates with division managers to ensure timely filing of monthly and annual reports. Prepare for and assign primary agency contact for financial audits. Directly responsible for reporting and auditing matters for the Health Department. This position will prepare financial statements and reports, analyze costs of services and make recommendations to the Health Officer. Prepares monthly dash board reports for the Health Officer and presentation to the Board of Health. Acts as liaison with Montana DPHHS Contracts office to coordinate preparation of contracts, amendments, and deliverables, attends State meetings as appropriate. Prior to execution, ensures internal review of each contract according to department protocol. Facilitates review and sign off by subcontractor, County Attorney, Grant Coordinator, and relevant County departments, when applicable. Maintains and updates contract policies and procedures. Maintains the official complete department contract files (hard copy) in a centralized location. Also maintains electronic contract files, master contract lists, and tracks pending contracts. Coordinate review and execution of State and Federal originated contracts, or contracts originated by outside parties. Provides financial training or technical assistance to each division. Manages, implements, and evaluates procedures to ensure routine reviews of financial transactions for completeness, accuracy, and appropriateness. Verifies funds availability, reviews grant and special funding revenues for compliance with terms and conditions of the funding agency and ensures timely and accurate financial reports. In collaboration with the County Finance Officer drafts agency policies and procedures for accounting and financial control. In collaboration with the Health Officer, assists in developing and implementing policies and procedures in accordance with county, state or federal statutes and regulations. Provides professional advice and consultation to subordinates and other agency staff answering inquiries and disseminating information relative to the agency financial systems and programs. Ensures discretion and confidentiality. Reviews and provides final approval of various financial documents, including vouchers. Represents the CCHD at the Board of Health meeting, on committees, councils, task forces and with the media. Analyzes monthly summary reports for variances and consistency of spending and revenues. Provides Health Officer with budget expenditures and revenue analysis to determine staffing request needs. Uses National Public Health Standards and community assessment data to establish allocation of agency resources. Develops effective financial reports, and is able to understand the information and explain it to others. Uses accounting and financial information to draw reasonable and accurate financial forecasts and planning. Assists the Health Officer with ongoing and regular grant writing. Performs other duties as required or assigned.

### Job Requirements

**Knowledge and understanding of:** State of Montana's budgeting, accounting policies and regulations; principles and procedures of governmental accounting and budgeting (OMB Circulars A-110 - Administrative Requirements, A-122 – Cost Principals, and A-133 Audit Requirements); Federal Grant Regulations (Program Expectations - BPIN 98-23, Affiliation Agreements of CHC's – BPIN 98-24, and PHS Grants Policy Statement); insurance billing and collections; supervisory principles and practices; Cascade County Human Resource policies and procedures, and related state and federal statutes; safety procedures, and practices.

**Skills in:** Preparing and making successful presentations and reports; organization to efficiently prioritize tasks in order to meet date and time line requirements; motivation and training; interpersonal communication to courteously deal with the public and others requiring information; researching data and arriving at logical conclusions; evaluating situations/problems, developing recommendations and implementing decisions; active listening; making group presentations; mentoring; problem solving and conflict resolution; grant and contract management; information management technology/HIT; customer service; intermediate to advanced software skills in Excel, Access, Word, Outlook and the ability to learn and adequately operate CCHD & CHCC software applications.

**Ability to:** Effectively direct work and set priorities, relay clear instructions; communicate effectively in a professional business-like manner; work in a cooperative and multi-task work environment, as well as complete projects independently; develop and maintain effective working relations with other department staff, county employees, agencies and entities, vendors, grantors, and the public; show respect and sensitivity for diversity and cultural differences; speak clearly and persuasively in positive or negative situations; write clearly and informatively; read and interpret information; follow instructions; pay attention to detail and accuracy; handle stress and react well under pressure; deal with frequent changes, delays or unexpected events; manage difficult or emotional customer situations; exercise discretion with sensitive and confidential issues related to the departments and their business.

### Education and Experience

A Bachelor's Degree in Business, Finance, Accounting or closely related field **and** five (5) years of experience that includes administration, accounting, budget management, financial reporting and analysis **with** two (2) years supervisory experience **OR** Any equivalent combination of education, training and experience totaling nine (9) years including two (2) years of supervisory experience. Knowledge of GAPP, governmental accounting, and BARS preferred.

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

**The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.**

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**