

## **McDonough County Health Department Job Description**

Job Title: Business Office Manager/ CFO  
Department: Administration  
Reports To: Administrator

**Summary:** Performs highly responsible secretarial, fiscal, personnel and office management functions to ensure the efficient administration of a local health department and serves as the Chief Financial Officer. Supervises the Business Office staff and custodian. Performs the following duties:

### **Essential Duties and Responsibilities** (Other duties may be assigned):

#### **Performs Executive Secretarial duties as follows:**

- Types special and sometimes complex correspondence as requested by the Administrator; proof reads finished products and verifies final computations.
- Attends various management and staff meetings to keep abreast of current health issues and policies. Assists in preparation of agendas; types minutes and distributes or posts as required.
- Acts as Secretary at the Board of Health meetings; types minutes and reviews for accuracy and compliance with recommended action; mails to Board Members.
- Supervises preparation of outgoing correspondence; reviews for grammatical corrections and effectiveness; maintains correspondence control and establishes completion dates. Prepares non-routine correspondence on own initiative.

#### **Performs Fiscal Operations Management responsibilities as follows:**

- Supervises fund accounting program operation.
- Manages day-to-day fiscal operation within department. Receives invoices and vendor statements as claims against the Health Fund; supervises input of approved vouchers and preparation and mailing of vendor checks for payment of such, including health insurance.
- Provides information for changes in payroll; supervises preparation of bimonthly payroll forms and assures timely submission to County Clerk.
- Supervises vouchering for reimbursement of department-wide grants from Federal and State sources, billing for Public Aid reimbursement fees, and billing for local fees and contracts; provides reports of current status.
- Devises forms and assists in preparation of annual budget and compiles information/ statistics for the annual audit.
- Supervises preparation of monthly expense report for submission to the Board of Health for approval; assures timely submission to the County Clerk.
- Prepares financial statements monthly, and other fiscal reports as requested by the Administrator.
- Prepares monthly status reports comparing revenue and expenditures with budget projections.
- Prepares the weekly deposit and supervises reconciliation of various bank accounts.

#### **Performs Personnel Management responsibilities as follow:**

- Controls employment application activities including review and screening of incoming applications. Prepares contracts for hire and orients new employees to the Department.

- Compiles and maintains personnel records; supervises preparation of employee benefit forms and reports, and updating of time cards and benefit cards; provides employee evaluation forms; provides termination forms as needed. Assures confidentiality of personnel files; releases personnel information in accordance with department policy.
- Provides or acquires information for staff regarding health insurance, life insurance, and IMRF benefits.
- Posts and updates EEO data as necessary; supervises submission of EEO data to County Board Administrative Assistant. Supervises preparation of OSHA report.
- Types job ads; sends to media and posts as appropriate.
- Serves as the EEO/ Affirmative Action Officer.
- Public Health Emergency Response- participates on the McDonough County Health Department emergency response team.

**Performs Office Management responsibilities as follow:**

- Assist Administrator and management personnel in analyzing office procedures involving recordkeeping systems, forms control, simplify reporting procedures, or implement cost reduction measures.
- Devises/ Updates computer program to report statistics pertinent to the operation of business; supervises input of information.
- Supervises entries of time sheet codes hours worked information in time summary program.
- Acts as purchasing agent; maintains control over receipt, disposition, and inventory of equipment; requisitions commodities, equipment, and supplies within standard limits; obtains quotations and bids.
- Supervises and instructs assigned clerical personnel; informs supervised staff of changes in procedures throughout the department.
- Reviews requisitions, vouchers, and forms; types and processes administrative forms and records; devises and compiles new forms.
- Arranges for duplication and distribution of materials.
- Serves as the FOIA officer.
- Back-up for Grants/ Billing Clerk
- Back-up for Health Check Clerk; scheduling appointments, processing paperwork and obtaining/processing test results for mailing or pick up.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor Degree of Business or Accounting, plus equivalent to three years prior related experience.

**Certificates, Licenses, Registrations:**

Current Driver's License and Liability Insurance

**Skills, Knowledge, and Abilities:**

- -Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and/or informational material that conform to appropriate style and format.
- -Basic understanding of grammar, punctuation, and spelling.
- Ability to effectively present information and respond to questions from the public, clients, or business groups.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
- -Basic computer/ keyboard skills for data entry or typing (45 wpm).
- To perform this job successfully, an individual should have knowledge of accounting software, internet software, spreadsheet software, and word processing software.

**Judgment/ Complexity of Duties:**

High- judgment involves applying knowledge of a specific discipline or field and working within defined program objectives, policies, and procedures to resolve practical problems, or determine how to accomplish desired results.

**Supervision Necessary:**

Basic: Requires only general direction while working from general division policies and objectives. Refers specific matters to Administrator only when interpretation of division or Department policies is deemed necessary.

**Extent/ Type of Supervision Given:**

High- general supervision of a program and/or full supervision of <5 staff with primary responsibility for execution of recommendations regarding quantity and quality of work, cost methods, maintenance of discipline, interpretation and enforcement of company rules and regulations, transfers, rate changes, hiring and separations, etc.

**Effect of Errors:**

High-errors could be serious and are not usually subject to direct verification or checking. Losses could have moderate to high direct financial impact on or financial liability to the Department such as loss of funding, replacement or major repair of damaged equipment.

**Travel Requirements:**

Must be able to travel short distances for local errands. Requires travel out of town for training purposes.

**Physical Requirements:**

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 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 regularly required to sit and talk or hear. The employee is frequently required to stand; use hand to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**Working Condition/ Hazards**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to dust, cold, heat, outside environment and uncooperative clients. The noise level in the work environment is usually moderate.

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SUPERSEDES ALL PREVIOUS JOB DESCRIPTIONS.

APPROVED BY: MCHD Administrator \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the job described, and agree to fulfill the position's responsibilities to meet the defined standards.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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