

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 4, 2022

FLSA Status: Exempt/Administrative 1/4/2010

HEALTH SERVICES FISCAL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Performs management functions including, but not limited to, budgeting, personnel management and supervision, fiscal and business management. This is a management position involving considerable independent responsibility for the supervision and coordination of grant and state aid, fiscal, and operating affairs that are in support of Health Department operations. These duties involve responsibility for the performance of complex fiscal administrative tasks in the development, examination, coordination, review, or analysis activities related to fiscal management of Health Department funds and expenditures as required by oversight and agencies that provide funding. The incumbent assists in administrative functions as necessary. The work is performed under the general direction of the Deputy Public Health Director/Director of Financial Operations (Deputy Director) with latitude permitted for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the formulation of policies and procedures for the business administration of the department;
2. Advises department personnel on appropriate administrative and budgetary procedures;
3. Assists the Deputy Director in matters related to administration, budget, and office procedures;
4. Secures grant budget estimates, performs budget studies and assists in the preparation of grant and county budgets;
5. Prepares special administrative, statistical and financial reports as requested by the Deputy Director;
6. Collects, tabulates, and analyzes financial and statistical data including federal, state and local funds;
7. Supervises and expedites the maintenance of records and the preparation of reports;
8. Supervises assigned clerical staff;
9. Performs related work necessary for the efficient execution of administrative functions of the department;
10. Tracks state aid and grant revenue/expenses coordinating with state and federal agencies to ensure revenue claims and disbursement comply with budgetary and contractual obligations;
11. Files state aid and grant claims;
12. Studies business and accounting procedures and recommends changes;
13. Interprets state health department and other bulletins, directives and procedural material within their area of responsibility and develops administrative procedures to implement them;
14. Reviews, monitors, and files grant awards and claims;
15. Monitors agency's supplies and equipment purchases;
16. Oversees and coordinates the agency payroll, routine purchasing, and accounts receivable functions;
17. Assists the Deputy Director in implementing and monitoring department accounting and financial transactions to ensure compliance with federal and state fiscal regulations;
18. Prepares and submits the detailed state aid application, quarterly reports, and Maintenance of Effort in accordance with applicable regulations;
19. Attends scheduled regional fiscal meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration, fiscal procedures, and techniques including budgeting and appropriation practices; thorough knowledge of grant preparation, administration, principles, practices, laws, and regulations; good knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices and procedures; good knowledge of health care financial matters including reimbursement systems; good knowledge of federal, state, and other funding sources related to department activities; working knowledge of state and federal practices, laws, rules and terminology regarding the administration of department financial services and programs; skill in using computerized accounting software systems and the ability to use them at an acceptable rate of speed and accuracy; ability to prepare complete and accurate financial and statistical reports; ability to analyze financial data and to make appropriate recommendations; ability to train and supervise employees in office methods and procedures; ability to establish and maintain cooperative relations with other governmental and private agencies; administrative ability; resourcefulness in handling administrative problems; sound professional judgment; tact; physical condition commensurate with the demands of the position.

HEALTH SERVICES FISCAL ADMINISTRATOR CONTINUED

MINIMUM QUALIFICATIONS:

1. Graduation with a Bachelor's Degree **and** four (4) years of business administration or accounting experience, at least one (1) of which must have been in a responsible administrative, managerial, or supervisory capacity;
OR
2. Completion of at least sixty (60) credit hours **and** six (6) years of business administration or accounting experience, at least one (1) of which must have been in a responsible administrative, managerial, or supervisory capacity.

NOTE:

1. Part-time experience will be pro-rated;
2. Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.