

Fiscal and Administration Specialist

TITLE	Fiscal and Administration Specialist	PAY GRADE	V
JOB FAMILY	Office of Health Commissioner	SALARY RANGE	\$25.00-33.06
REPORTS TO	Health Commissioner	FLSA	Non Exempt
EMPLOYMENT STATUS	Full-Time	CIVIL SERVICE STATUS	Unclassified

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this title. This description is not intended to limit or in any way modify the rights of management to assign, direct, and control the work of employees under supervision. The listing duties and responsibilities shall not be held to exclude other duties assigned that are of similar kind or level of difficulty.

Summary:

Under general direction, conducts fiscal activities for MPH within the established annual budget to include but not limited to processing account payables, receivables, purchasing and payroll. Assists the Health Commissioner with administering fiscal and human resources activities. Conducts the daily functions of financial operations, human resources, and other administrative services. Ensures timely and accurate fiscal processing and good stewardship of state, local, and grant funds. Ensures the agency in in compliance with local government fiscal and human resources policies and procedures.

Critical Core Competencies:

Uses, accesses, collects, analyzes, and manages quantitative and qualitative data

- Coordinates the preparation of regular and ad hoc reports for the agency. Submits timely and accurate reports to appropriate stakeholders
- Ensures that all fiscal activities, records, and reports adhere to applicable laws, regulations, requirements, and professional standards
- Ensures compliance with reporting, accounting, and auditing requirements
- Extracts information from databases and develops fiscal reports for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests and other reporting obligations.

Manages financial resources

- Implements department fiscal program, policies, processes, and controls
- Administers all regular fiscal processes and services within MPH including accounts payable/receivable, payroll, program billing, budget management, payroll deductions, and related obligations
- Assists Health Commissioner with administering the budget and develops budget requests
- Reviews fiscal trends and makes recommendations to the health commissioner
- Provides fiscal support to MPH staff and vendors. Responds to questions, provides documentation, and conducts research as needed
- Coordinates fiscal activities with county fiscal departments
- Establishes and maintains relationships with federal, state, and local agencies regarding the interpretation of financial legislation, reimbursement claims, and required records and reports

Job Description

Manages Human Resources

- Conducts HR functions such as new employee orientation, staff records management, certification of leave balances
- Manages health insurance program
- Coordinates HR activities with other county departments
- Serves as liaison between the agency and the Board of Health and District Advisory Council, prepares for meetings and creates meeting minutes
- Manages staff credentials and licensing requirements

Develops, implements, and evaluates policies, programs, and services

- Plans and coordinates the development of procedural and operational manuals for the health department
- Monitors plans and requirements for compliance

Responds to emerging needs

- Addresses emerging needs by identifying and connecting resources, monitoring client needs, maintaining operations during emergencies, and supporting resiliency and recovery
- In the event of a public health emergency, assists in department emergency operations
- Collaborates with internal and external partners on special projects as needed
- Serves as finance chief in public health emergencies

Qualifications/Requirements:

Bachelor's degree in accounting, business administration, or related degree. Experience in government accounting preferred. Valid Ohio driver's license and insurance at the time of appointment. Must be able to use statistical software, electronic databases, surveillance systems, and data visualization tools. Strong proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Advanced skill and experience with Microsoft Excel.

Required Knowledge, Skills, and Abilities:

Knowledge

- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and records
- Knowledge of the Foundational Public Health Services, the 10 Essential Public Health Services
- Knowledge of the Core Competencies for Public Health Professionals, and the Strategic Skills for Public Health Practice
- Knowledge of agency policies and procedures (may be developed after employment).
- Departmental policies, confidentiality, and complaint-handling procedures.
- Strong knowledge of budgeting, fiscal reporting and reconciliation, and resource management

Skills

- Strong proficiency with internal databases, online data management systems, and data collection methodology
- Follow protocols, procedures, and established guidelines
- Verbal and written communication skills
- Exceptional customer service skills, interpersonal skills, diplomacy, and tact

Job Description

- Ability to maintain and handle confidential information
- Ability to collect data according to protocol and manage the recording and/or transcription of data according to protocol
- Advanced ability to use Microsoft Excel and to convert data to and from databases

Abilities

- Apply the MPH core values to day-to-day activities, customer interactions, and special projects
- Ability to be flexible and adapt to changing circumstances, needs, and workloads
- Ability to effectively process and maintain files and prepare reports
- Ability to effectively use a variety of computer software.
- Ability to exercise sound judgment and report concerns appropriately
- Analyze, problem-solve, and think critically
- Work effectively both as part of a team and independently
- Interact appropriately and effectively within a wide range of settings and various audiences
- Build and maintain relationships with diverse individuals and populations using cultural sensitivity and principles of health equity
- Adapt to changing circumstances and needs by multi-tasking and remaining flexible
- Ability to engage in professional development and apply new knowledge and skills to public health practice

Fiscal and Administration Specialist

Date

Health Commissioner

Date