

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fiscal Administrator</u>
Sch & Grade	<u>PAT 10</u>
Class Code	<u>BA09</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

Serves as the fiscal manager for the Springfield/Greene County Health Department including managing department fiscal and business operations. Supervises and manages the department's Information Office and Vital Records Program.

SUPERVISION:

Under general supervision of the Director of Health; supervises support staff personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops, directs, implements and maintains all financial reporting for the Springfield/Greene County Health Department. Serves as fiscal liaison with community and state agencies for pass through funding to assure adequate fiduciary oversight. Reviews, evaluates and implements proper administrative procedures and internal controls.
2. Monitors and maintains required accounting records for federal grants. This includes monitoring, subcontractor's payments, cost allocations, billing preparation, and the preparation of budget status reports for program supervisors. Prepares and makes available fiscal files for audit by federal, state and city auditors.
3. Collaborates with program supervisors to prepare individual program budgets. Then collates all the data to prepare and present the detailed City Health Department Budget before city administration. Assists program supervisors in managing their respective budgets. Monitors the entire budget and makes appropriate budget adjustments between programs when necessary.
4. Prepares, manages and monitors the County Health Department Budget. This includes completing expenditure, revenue, and capital outlay projections, as well as participating in the presentation before the County Commission. Uses financial data to prepare ongoing budget forecasts during the County fiscal year.
5. Serves as part of the Health Department Management Team. Participates in policy development and implementation regarding business, quality improvement, and fiscal operations. Makes recommendations, proposals and/or determinations based on fiscal data analysis regarding departmental operating needs.
6. Acts as the Vital Records Registrar for the County. Responsible for overseeing and supervising the filing and issuance of all death and birth certifications within Greene County. Supervises deputies to carry out Registrar responsibilities and assures a Notary Public is available.
7. Supervises, directs and reviews the preparation of all payroll, accounts payable, and accounts receivable billing. Responsible for all requisitions, journal entries and fiscal audits. Provides training as necessary on proper financial processes and transactions.
8. Reviews, compiles and analyzes data in preparation of a wide variety of complex financial and performance reports. Reviews financial reports and prepares adjusting entries. Analyzes and monitors trends in revenues and expenses.
9. Utilizes spreadsheet, database, communication, word processing and other software. Designs, creates and maintains databases for billing, cost allocation, and statistical analysis.
10. Completes special projects and research as assigned.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and seminars for professional development purposes
2. Attends or designates staff to attend various meetings to represent the Health Department as applicable

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and current methods regarding accounting, budget, and fiscal management; financial information systems; computer software applications such as word processing, spreadsheet, database and internet.

Abilities

Effectively administer fiscal and business operations for the Health Department; accurately analyze information and compile data; utilize sound independent judgment; prepare and present both written and oral reports; utilize wide-range of computer software applications; read, study and analyze a variety of information including contracts, applicable health laws, fiscal data, etc.; maintain appropriate knowledge of applicable laws and regulations; effective records management; effectively supervise staff; deal effectively and courteously with associates and the general public; follow oral and written instructions; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city’s stated mission and philosophy; work independently with general supervision; perform the essential function of the job without posing a direct threat to the health and safety of other.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Accounting or in a related discipline with an emphasis in managerial accounting plus at least three years directly related professional work experience. A Master’s degree in Business Administration or Accounting can be substituted for one year of related work experience. Some experience in public health is desirable.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; holds and grips objects; must possess ability necessary to operate a computer keyboard.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 10, 2012	GENERAL ORDINANCE NO. 5367
Comments:	Updated Abilities	Date: April 26, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____