

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BUSINESS MANAGER - HEALTH  
CLASS CODE: 6600

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/13/2015 (REPLACES 06/14/2008 VERSION)  
DEPARTMENT: HEALTH

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## **JOB SUMMARY**

Under general supervision of the Executive Director-Health and the Deputy Director-Health, performs detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to the record keeping, operations, and accounting functions of the department.

Distinguishing characteristics of the job include the incumbent's scope of responsibility and range of authority. The Health Department is a very large department with over 250 employees and nearly 10 divisions. The incumbent authorizes final payment on most purchase orders, has significant involvement in financial transactions, and coordinates recruitment and hiring for the department.

## **ESSENTIAL FUNCTIONS**

Functions as liaison with the Auditor's Office and has significant interaction regarding the department's budget and overall financial transactions.

Prepares and maintains department accounting records regarding purchase orders, budget adjustments, and accounts receivable and payable. Identifies financial problems and proposes solutions.

Prepares a variety of detailed and complex spreadsheets and reports including the Monthly Expenditure Report for grant financial tracking.

Enters accounts receivable information, prepares billing statements, receives monthly and quarterly funds, and deposits into proper accounts. Coordinates new expenditure account numbers with the Auditor's Office.

Coordinates with Auditor's Office to track fixed assets at various Health Department locations.

Oversees purchase orders for all divisions of the Health Department. Reviews, corrects, and approves, including final payment authorization, according to budgetary constraints, and department and County policies. Follows proper financial documentation requirements. Processes and tracks to completion, requests to transfer funds.

Processes a high volume of travel for the department including conduction research, making arrangements and reconciliation.

Serves as liaison with the Personnel Office for the department head, other administrators, and supervisors regarding a high volume of recruitment for, and selection and hiring of, career service and non-benefitted employees.

Coordinates hire and termination dates, and personnel actions for promotion, reassignment etc. Coordinates departmental background checks.

Ensures the department's record of positions corresponds with the County's official staffing plan. Tracks grant funding status and positions added, deleted, or modified. Researches and resolves discrepancies.

Creates and maintains files for department personnel. Ensures inclusion and accuracy of pertinent forms and documents.

Tracks due dates of performance appraisals, ensures completion, and submission to the Personnel Office.

Oversees work orders for department building maintenance. Initiates requests and monitors processes to ensure timely completion of work as requested.

Trains department personnel in County computer applications relevant to the department.

Reviews department clerical and administrative work processes and improves methods used. Provides backup support for other administrative functions.

Manages appointment calendar for office administrators.

Makes recommendations to department head regarding confidential personnel issues and the hiring, promoting, or releasing of clerical employees according to County rules and regulations.

Attends quarterly business manager's meetings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Considerable Knowledge of:**

Personnel Rules and Regulations.

County policies and procedures.

Structure, functions, and policies and procedures of the Health Department.

#### **Working Knowledge of:**

Budget development and administration.

General and fund accounting.

#### **Basic Knowledge of:**

Supervisory principles and practices.

General functions of county government.

#### **Working Level Skill in:**

Reading, writing, and basic accounting.

Proper grammar, spelling, and punctuation.

Operating standard office equipment, including an adding machine by touch.

Software applications such as Microsoft Office and Access database applications.

Creating documents and spreadsheets.

Creating and maintaining record keeping and filing systems.

#### **Ability to:**

Maintain cooperative working relationships with those contacted in the course of work activities.

Communicate effectively verbally and in writing.

Maintain confidentiality.

Coordinate multiple technical tasks efficiently and handle stress associated with deadlines and frequent interruptions.  
Lead and train others.

### **PHYSICAL DEMANDS**

**Typically:**

Sits at a desk or table.

**Regularly:**

Walks, stands, or stoops.

Works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:**

Lifts or otherwise moves objects weighing up to 25 pounds.

Drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room. Work exposes the incumbent to stress associated with regular deadlines as well as last minute, urgent projects.

### **EDUCATION AND EXPERIENCE**

Associate degree in a business management or finance-related field and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above. Equivalent combinations of education and experience may also be considered.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.