



# Finance Manager – Health

## Job Description

Department: Health  
Position: Career Service  
Grade: 516  
Supervisory: No  
Reports to: Deputy Director – Health

### Summary

Under general guidance and direction of the Deputy Director - Health performs executive, professional, administrative, and managerial duties related to planning, organizing, directing, and controlling the financial affairs, budgeting, accounting, reporting, operations, and information technology systems related to data management of the department.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with the responsibility for day to day administrative operations of the agency in the absence of the Executive Director – Health and Deputy Director – Health.
2. Make decisions requiring interpretation of agency policy and procedures related to management and finance.
3. Oversee financial and data management.
4. Maintain fiscal oversight for the department; conduct fiscal and administrative analyses; diagnose financial problems and propose solutions.
5. Develop the department’s annual budget, including operating, supplemental, and capital improvement.
6. Ensure compliance with budgetary and policy guidelines; review and approve departmental expenditures.
7. Recommend and implement budget adjustments, as needed.
8. Prepare financial, technical, statistical, and narrative reports including historical information, revenue projections, and related information for internal use; distribute this information to the Executive Director – Health and local Health Department officials, as needed.
9. Coordinate departmental activities with those of other governmental agencies such as the Utah State Department of Health, Department of Human Services, Division of Substance Abuse and Mental Health, and others.
10. Plan, organize, and supervise the process for receiving and disbursing department finances as well as maintaining complete and accurate records of financial transactions.

### For Office Use Only

Job Code: 2635  
Job Title: Finance Manager - Health  
FLSA: Exempt  
Effective Date: 4/16/2020  
Public Safety: No

Worker’s Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager

11. Direct activities associated with payroll, accounts payable, accounts receivable, collections, and third-party reimbursement within the department.
12. Aid Divisions in development and maintenance of their or other electronic record systems.
13. Coordinate data monitoring for fiscal information as needed to meet internal and external objectives; assure reliability and accuracy of information gathering systems.
14. Prepare reports related to budgets, costs, statistics, and trends; complete monthly budget versus actual and annual cost analysis and cost rate determinations.
15. Monitor and oversee procurement functions for the department to ensure compliance with state and federal laws and contract provisions; ensure bidding procedures, interpretations, and awards of contracts are completed according to policy and applicable law.
16. Represent the department and the county in meetings with a variety of public and private organizations; give presentations as necessary.
17. Write and review grant and funding requests and intergovernmental service agreements.
18. Conduct departmental training programs related to budget planning and administration, strategic planning, cost benefit analysis, and compliance with fiscal and administrative guidelines; train new employees and managers in financial management for the department, as needed.
19. Respond to public health emergencies as required by the department or division administration.
20. Carry provided cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.

#### **Knowledge, Skills, and Abilities**

- Extensive knowledge of governmental fiscal accounting principles, practices and procedures
- Considerable knowledge of the organization and operations of the Utah County Health Department, including applicable laws and regulations
- Considerable knowledge of fund accounting, budgeting, accounting, and related statistical procedures
- Considerable knowledge of revenue sources available to local health programs, including state and federal sources
- Considerable knowledge of state laws as they apply to department financial practices and procedures
- Knowledge of computer operation and commonly used applications, database systems
- Knowledge of purchasing and procurement practices
- Knowledge of financial risk management and cost containment methods and procedures
- Knowledge of basic principles and practices of public administration
- Skilled in training all levels of staff in budget and grant preparations and tracking and related regulations, policies, and procedures
- Skilled in Microsoft Office
- Skilled in creating reports and spreadsheets
- Skilled in creating and maintaining records and filing systems

#### **For Office Use Only**

Job Code: 2635

Job Title: Finance Manager - Health

FLSA: Exempt

Effective Date: 4/16/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Manager

- Skilled in preparing and managing large and complex budgets
- Ability to analyze financial problems and make recommendations
- Ability to coordinate financial matters with department and division administrators, other departments, outside agencies, and County administrators
- Ability communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with state and federal agency personnel, executive boards, department heads, employees and the public
- Ability to maintain confidentiality

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an office or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

### **Physical Demands**

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is regularly required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day for meetings and/or training, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **For Office Use Only**

Job Code: 2635

Job Title: Finance Manager - Health

FLSA: Exempt

Effective Date: 4/16/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Manager

**Required Education and Experience**

1. Master's degree in Business Administration, Public Administration, Economics, Finance, or a closely related field.
2. Four (4) years of professional level work experience performing budgeting and accounting functions.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with governmental fiscal accounting experience and/or supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**For Office Use Only**

Job Code: 2635  
Job Title: Finance Manager - Health  
FLSA: Exempt  
Effective Date: 4/16/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

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

For Office Use Only

Job Code: 2635  
Job Title: Finance Manager - Health  
FLSA: Exempt  
Effective Date: 4/16/2020  
Public Safety: No

Worker’s Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager