

Richland County

Position Description

Position Title: Business and Financial Services Manager

Department: Health and Human Services

Reports to: Health and Human Services Director

Pay Grade: 18 N

Date: 09/28/2024

Hours per week: 40

Purpose of Position

Responsible to manage the administrative and financial operations, activities and staff of the Richland County Human Services Department while ensuring compliance with County, State and Federal requirements regarding administrative and financial policies and practices.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs and monitors the Business & Financial Services staff in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities, including timesheet approval. Supervision includes hiring, training, coaching, counseling, scheduling, and disciplinary action.
- Directs all aspects of the department's fiscal policies and practices and assures compliance with State and Federal requirements including accounting principles.
- In collaboration with the Director, develops and implements administrative policies and procedures.
- Prepares, implements, maintains and monitors the annual budget for programs and services as approved by the agency director, county administrator and County Board. Prepares and presents budget reports, including analysis.
- Consults with department managers, staff, contracted personnel and other county staff to assure that fiscal and support programs and activities are implemented and functioning as required. Discusses programmatic budgets with managers and provides guidance on changes that may have an impact on finances and operations.
- Reviews and approves all agency expenditures and monitors financial system reports including the collection and posting of revenue. Makes request for adjustments as necessary.
- Completes and certifies all reporting necessary for reimbursement of expenditures via GEARS and SPARC. Coordinates the completion of Wisconsin Medicaid Cost Reporting.
- Completes and certifies a variety of state reports used for analysis of funding use for programs including, but not limited to, HSRR and 942 reports. Reconciles program expenditures and revenues to ensure there is no over or under spending.
- Coordinates the departmental audits and acts a liaison to the various auditors.

- Coordinates with non-department staff regarding building repairs, inventory, ordering of cleaning supplies, ensuring technology needs are met, etc.
- Prepares and presents financial reports to County Board, staff, and governing committees.
- Prepares a variety of reports, data, analysis and recommendations.
- Attends conferences, trainings and meetings.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in accounting, business or public administration or similar field and three years of experience in the supervision of fiscal management services utilizing computer processing systems required; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position. Master's Degree preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Comprehensive knowledge of government accounting principles, policies and requirements.
- Knowledge of office terminology, procedure, routines, and equipment.
- Knowledge of office and staff management.
- Knowledge of Microsoft Office software and computer database systems.
- Ability to prepare a variety of documents including reports, letters, forms, and financial analysis spreadsheets.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to apply professional/managerial principles and judgment within overall goals set by senior management.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date