



TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION (Template)

JOB TITLE: Accounting Manager
DIVISION: Administration
IMMEDIATE SUPERVISOR: Director
STATUS: Exempt
COMPENTENCEY TEIR: 3

SUMMARY OF POSITION

The Accounting Manger is responsible for planning, managing, and directing the accounting functions for the Taney County Health Department. This includes accounts payable and receivable, grant compliance and invoicing, and annual fiscal planning such as annual organization budgeting and annual audit management. The Accounting Manager is also responsible for oversight of medical and environmental health billing.

ESSENTAL FUNCTIONS

- Fiscal Oversight: 50%
- Manage daily fiscal operations such as accounts payable and receivable and daily transactions
 - Monitors Department budget for compliance, accuracy, and appropriateness
 - Maintain and understanding of Department billing and assures for accuracy and timeliness
 - Monitors funds in various accounts and conducts reconciliations to ensure fiscal accountability
 - Works with Director to develop annual Department Budget and provide fiscal guidance on strategic initiatives
- Supervisory: 25%
- Hiring, coaching, and supervision of Medical Billing Specialist
 - Oversight of medical billing reimbursements, contracts, and processes
 - Identify team goals and objectives for performance management and CQI initiatives
- Administrative: 25%
- Represents TCHD during the audit process, working with auditors to answer questions, provide clarity, and provides documents upon request
 - Oversee grant compliance and reporting
 - Oversee and implement fiscal policy and procedures related to accounting, auditing, and financial systems
 - Manage accounting functions to ensure effective, accurate, and timely reporting of information including monthly financial statements and various reports

Must be able to drive to all Taney County Health Department locations, or off site locations as needed, to perform all required and essential job related activities and tasks.

TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must in engage in the TCHD Strategic plan including development, planning and implementation.

- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities.
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department-related duties requested by their supervisor; subject to reasonable accommodations.

ORGANIZATION COMPETENCIES

All TCHD employees are expected to meet or improve yearly upon these specified Public Health competencies in the following areas:

- ◆ Analytical/Assessment
- ◆ Policy Development/Program Planning
- ◆ Communication
- ◆ Cultural Competency
- ◆ Community Dimensions of Practice
- ◆ Public Health Sciences
- ◆ Financial Planning and Management
- ◆ Leadership and Systems Thinking

REQUIRED EDUCATION, EXPERIENCE, AND LICENSES

- ◆ Education: Bachelor's degree in accounting In lieu of a degree, 5 or more years of governmental accounting experience may suffice. A CPA is preferred but not required.
- ◆ Experience: Five or more years' experience in accounting, 2 years of experience in management or supervisory role. Experience in Governmental Accounting practices is preferred however not required.
- ◆ Required Licenses: Valid Driver's License and any other position specific licenses

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ ABOVE AVERAGE accessibility of all work sites required for the position.
- ◆ AVERAGE Exposure to weather and temperature extremes.
- ◆ AVERAGE exposure to chemicals and fumes.

- ◆ AVERAGE exposure to heights.
- ◆ AVERAGE Exposure to work safety hazards.
- ◆ AVERAGE Amount of overtime/extended work hours required.
- ◆ AVERAGE exposure to dust.
- ◆ AVERAGE exposure to loud noises.
- ◆ AVERAGE exposure to darkness.
- ◆ AVERAGE Exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ AVERAGE physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ AVERAGE physical agility: ability to maneuver body while in place.
- ◆ AVERAGE physical strength to handle routine office materials and tools.
- ◆ AVERAGE physical strength to handle 40 lb. objects, considering frequency.
- ◆ ABOVE AVERAGE dexterity of hands and fingers.
- ◆ AVERAGE physical balance: ability to maintain balance and physical control.
- ◆ AVERAGE coordination, including eye/hand, hand/foot, etc.
- ◆ AVERAGE endurance.

MENTAL EFFORT

- ◆ ABOVE AVERAGE concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ ABOVE AVERAGE memory, considering the amount and type of information.
- ◆ ABOVE AVERAGE complexity of decision making.
- ◆ ABOVE AVERAGE time pressure of decision making.
- ◆ ABOVE AVERAGE analytical thinking.
- ◆ ABOVE AVERAGE conceptual thinking.

COMMUNICATIONS

- ◆ ABOVE AVERAGE verbal communication.
- ◆ ABOVE AVERAGE written communication.
- ◆ ABOVE AVERAGE non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch

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

Employee's Signature

Date

Board Member's Signature

Date