



## Job Description

**Job Title:** Finance Manager

**Revised Date:** May 8, 2017

**Reports to:** Director

**Scope of Authority:** Employee is not responsible for supervising other personnel.

**Security/Access:** Employee will be issued picture identification and department credit card.

**Job Summary:** Responsible for accounts payable/receivable processes, tracking organization and program budgets, and development of organization and program budgets in partnership with Director and program coordinators. Establish and maintain insurance contracts for reimbursement of program services. Submit expenses to insurance for reimbursement. Oversees day-to-day finance operations and procedures in order to ensure organizational effectiveness and efficiency. Serves as primary manager of finance at Two Rivers Public Health Department, answers phones, processes documents, and requisitions, and organizes and files information. Completes other duties as assigned.

### Required Education and Experience:

- A bachelor's degree from an accredited college or university in finance, accounting, or closely related field. Master's degree in business, finance, administration or accounting preferred.
- Minimum 2 years' experience working in a fast-paced finance environment in finance or accounting.
- National Incident Management System (NIMS) compliant within 6 months of employment.
- Proficient in QuickBooks, Microsoft, and common computer and data base applications.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines and telephone systems.
- Ability to travel within the TRPHD seven county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.

### Duties and Responsibilities:

- Responsible for the overall operations and processes of finance in organization.
- Process accounts payable/receivable. Oversee the purchasing and maintenance of accounting software and equipment.
- Responsible for inventory management system.
- Responsible for requisitions, invoices, department credit card monitoring and other fiscal duties.
- Manage social media sites.
- Provides general office support for employees and customers.
- Answer phones, greet visitors, and respond appropriately to inquiries.
- Conduct new employee orientation, assure completion of Department forms, and train employees on office equipment and forms.

- Design/maintain electronic and paper filing systems. Maintain and ensure security of office files and records.
- Demonstrate sound fiscal accountability.
- Compliance with all TRPHD policies and procedures.
- Participation in assigned internal staff committees.
- Participation in required TRPHD trainings.
- Participate in performance management, activities to sustain a culture of QI within TRPHD and department accreditation efforts.
- Maintain strict confidentiality of sensitive information in accordance to HIPAA regulations.
- Able to work some evenings and weekends when needed.
- Represent TRPHD in a professional manner when out in the community in a variety of settings.
- Assist with emergency response efforts to disease outbreaks and/or disasters when requested.
- Other duties as assigned.

**Basic Skills and Abilities required:**

- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry and members of the general public.
- Readily assumes responsibility.
- Possess at least an entry level understanding, with progressive development, of financial statements and relationships, analytical techniques, operations, and working knowledge of Generally Accepted Accounting Principles, practices, and procedures
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities and meet established deadlines.
- Ability to exercise objective judgment.
- Ability to sit, walk, and stand; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.
- Ability to work in a smoke/tobacco-free and drug-free work environment.

This position qualifies for non-exempt status as defined in the Fair Labor Standards.

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_