

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF FINANCIAL OFFICER

General Summary:

Under the direction of the Health Officer, the Chief Financial Officer coordinates the development of the annual budget and all budgets associated with grants, contracts and managed care arrangements. Responsible for monitoring the budget and for all financial reporting to the county, grantor agencies, etc. Responsible for administration of County related accounting functions (including data input & departmental approval for general ledger, payroll, accounts payable and purchasing activities) for the Health Department and related staff. Responsible for maintenance of clinic information system and related staff. Researches and proposes action regarding Health Department personnel related issues.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Reviews and revises financial records and accounting systems of the Health Department to assure compliance with federal, state and county regulations, policies and procedures.
2. Plans, supervises and administers the accounting, cost accounting, auditing and control procedures of the Health Department including financial monitoring of subcontractors.
3. Interactions with all other Health Department divisions, including reviewing financial and budget reports, analyzing and recommending any changes necessary. Interactions with clinic coordinators dealing with any changes on the clinic information system.
4. Interactions with other County departments including but not limited to Financial Services, Treasurer's Office, Purchasing and Properties and Budgeting. Interaction with other side groups including but not limited to the administrative officers' forum.
5. Monitors expenditures within line items of departmental budgets to assure financial control of funds expended and encumbered.
6. Coordinates development of the annual budget: prepares and analyzes financial information for budget proposals, considering records of past and present operational costs and trends.
7. Responsible for office equipment acquisition and maintenance (other than computer equipment) - fax machine and copiers. Responsible for reconciliation of departmental participation in the County office equipment fund.
8. Responsible for the off-site storage of records for the Health Department. Ensures compliance to storage policies.
9. Reviews billings to agencies and persons receiving services from the Health Department. Prepare and review journal entries, review financial statements, performs accounting of various departmental operations.

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10. Provides all necessary financial reports and expenditure reimbursement requests to various state departments and other nonprofit organizations (i.e., MDCH, MDEQ, MRIA, Kellogg Foundation, etc.). Serves as liaison to the State Health Department for all financial matters.
11. Approves accounts payable and purchase requisitions, oversees operation of departmental central supply and payroll processing.
12. Coordinates development of computer applications related to departmental financial systems and implementation.
13. Coordinates action on Health Department personnel related issues (i.e., departmental compliance with applicable labor agreements, staff information requests, etc.).
14. Performs related duties as required.

Other Functions:

15. None listed.

Employment Qualifications:

Education: Bachelor's degree in Accounting, Business Administration or Public Administration with major in Accounting and/or Finance required.

Experience: Must have more than five years more responsible related work experience with accounting and bookkeeping in a business or governmental setting.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

The employee in this position will be required to visually review documents, invoices, reports, budget and contracts. Must be able to move about the department offices and travel throughout the State of Michigan. Must be able to operate electronic office equipment and use a standard voice telephone system. This employee will spend a majority of the day sitting and reviewing financial data spreadsheets and other related materials.

Working Conditions: Works in office conditions.