

## ACCOUNTING MANAGER HEALTH & HUMAN SERVICES DEPARTMENT

### INTRODUCTION

The Tillamook County Health and Human Services Department (HHS) includes the Community Health Center Primary Care Clinics, Dental, Behavioral Health, and integrated Public Health. This is a dynamic department with a fast-paced environment serving diverse populations.

The Accounting Manager position performs complex duties to assist the Department Administrator by performing office management and clerical and technical functions requiring development, interpretation and application of departmental policies and procedures. This classification serves as a full assistant to and can speak for the Department Administrator. This position acts as chief financial officer for the Department.

### Examples of Essential Duties

(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)

Manage the financial office of the Departmental Administrator which includes directing department fiscal activities ensuring compliance to rules and regulations.

Oversee financial activities for the Department. Develop, interpret and monitor departmental fiscal policies and procedures. Develop fiscal plans/budgets and participate in grant writing. Provide financial input for grant writing. Develop pricing strategies. Monitor cash flow, costs, revenue. Prepare and present financial statements and operating reports. Maintain accounting records. Provide technical assistance on financial/budgetary matters to the Department Administrator and County Treasurer's Office.

Supervise and coordinate work activities of clerical and/or accounting support staff and grant specialists. Offer assistance as needed, and determine the best solution when problems arise. Ensure work is in compliance with appropriate regulations. Accountable for work performed within the accounting section. Involved in selection, training, review and evaluation of work performance. Interpret policy and procedures.

Establish and maintain record keeping systems. Prepare correspondence, reports, statistical and financial data and other materials of an important or confidential nature. Assist in development and management of contracts and agreements.

Interpret department policy and procedure to department heads, public officials, employees and the public. Research, obtain information, and provide direction.

Serve as principal liaison between department and external accounts and agencies responsible for financial audits.

### Typical Qualifications

### KNOWLEDGE, SKILLS, ABILITIES

Knowledge: Thorough knowledge of modern practices and methods of office management; thorough knowledge of accounting principles, practices and techniques; considerable knowledge of record keeping methods; considerable knowledge of business English, spelling, grammar,

composition; reasonable knowledge of public operations, policy and procedures to answer questions, provide services, and serve as liaison for departmental administrator; working knowledge of federal and state statutes that affect health care; basic knowledge of legal documents and terminology.

**Skills:** Skill in operation of modern office equipment and machinery; processing information and use of automated equipment; report and budget preparation.

**Abilities:** Able to communicate effectively in both oral and written forms; plan, organize and direct election, registration, recording and filing activities or tax collection activities; establish, maintain and prepare records, reports and statistical data; supervise and lead support staff; make decisions independently in accordance with established policy, establish new policies when applicable, and use initiative and judgment in carrying out tasks and responsibility; utilize problem identification and resolution techniques; adjust to priority changes, remain calm and use good judgment during confrontational or high pressure situations. Able to courteously meet and deal effectively with Board of Commissioners, other employees, federal and state agencies, physicians, other health care providers, schools, community agencies, advisory boards and committees, community, contractors, vendors, clients and the public.

#### QUALIFICATIONS

Undergraduate degree in accounting and three years progressively responsible management or supervisory experience OR five years progressively responsible accounting office management experience which includes two years supervisory experience OR any satisfactory combination of experience and training. Experience in Health Care profession preferred but not required. Graduate degree or CPA preferred but not required.

#### Supplemental Information

#### SUPERVISORY CONTROLS

This classification works under the general direction of a department administrator. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibly in the area of service. Periodic reviews of work performance are conducted in terms of expected results.

#### GUIDELINES

Work is performed within departmental policy and procedure; federal, state, county statutes, rules, regulations and ordinances; personnel rules; union contract; various administrative reference material; accounting references; office management reference material. Employees use seasoned judgment, initiative, and experience to interpret and choose between alternative guidelines. Employee contributes to the development of new guidelines.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in an office environment and may be sedentary; may involve bending, hearing voice conversations, keyboarding, lifting up to 25 pounds, pulling, pushing, sitting, standing and walking.