District Health Department No. 4

Alpena County
100 Woods Circle
Suite 200
Alpena, MI 49707
(989) 356-4507
Fax (989) 356-3529

Cheboygan County
Doris E. Reid Center
825 S. Huron St.
Suite 1
Cheboygan, MI 49721
(231) 627-8850
Fax (231) 627-9466

Montmorency County
P.O. Box 183
12519 State Street
Atlanta, MI 49709
(989) 785-4428
Fax (989) 785-2217

Presque Isle County
106 E. Huron
Suite A
Rogers City, MI 49779
(989) 734-4723
Fax (989) 734-3866

www.dhd4.org

Administrative Services
Alpena County
Office

PLEASE POST

June 4, 2020

FULL-TIME
SALARY-EXEMPT
SUPPORT SERVICES/FINANCE SUPERVISOR

CLASSIFICATION: Support Services/Finance Supervisor

RESPONSIBILITIES:

Supervises the work of the Department's secretarial personnel in such functions as personnel administration, inventory control, filing, correspondence and reporting.

Serves as the Department's Privacy Officer and HIPAA Compliance Officer.

Coordination of staff schedules and management of clerical operations.

Works closely with other Department directors, supervisors, coordinators, and managers.

SALARY: 2020 Salary Range - $ 54,663 - $ 62,540

BASE OFFICE: Alpena

Please respond by submitting a completed DHD4 employment application and resume to: Judy Greer, Deputy Health Officer by 4pm on June 11, 2020.

DISTRICT HEALTH DEPARTMENT NO. 4
SUPPORT SERVICES/FINANCE SUPERVISOR

NATURE OF WORK:

This is an administrative level classification providing direction, management, coordination and supervision of the secretarial services and the accounting and data management in the absence of the Deputy Health Officer of the department. The work is performed under the general supervision of the Health Officer according to the rules and regulations of the department. Must exercise independent judgment. Skill in dealing with other employees and the general public is required.

EXAMPLES OF WORK:

Directs and supervises the work of the department's secretarial personnel in such functions as personnel administration, inventory control, filing, correspondence and reporting along with accounting and data management in the absence of the Deputy Health Officer.

Understands the financial duties of the Deputy Health Officer to ensure coverage in their absence.

Understands and able to prepare budgets and financial reports, acquiring proper signatures as required. Able to prepare budget estimates, provide statement of justification and supporting data as necessary.

Understands human resources operations, activities and records including processing of personnel forms and maintenance of files.

Processes requisitions, manages reports, vouchers for payment and departmental payroll.

Assists in the preparation of applications and appeals for federal and state funds and aware of records and reports pertaining to such funds. Works with auditors, as well as with State Administrative Consultants.

Signs or co-signs financial documents and checks.

Interviews applicants for relevant department positions, and assigns duties. Assists with orientation and training of new staff members.

May be required to attend meetings, seminars, etc., which require overnight stays or be required to attend evening meetings or to work evenings.

May serve as recording secretary for the Board of Health and/or any group meetings are required.

Serves as the department's Privacy Officer.

Assists in forms control to establish and revise forms and procedures for filing, record keeping and reporting as new procedures or programs dictate.

Works closely with other directors, supervisors, and coordinators.

Performs duties as required by Health Officer and Medical Director.

KNOWLEDGE AND SKILLS:

Thorough knowledge of correct English usage and business letter writing along with business methods and practices

Thorough knowledge of principles of office management including organization, work flow, forms, supplies, equipment and procedures relating to filing, record keeping, correspondence, mail procurement, stock keeping and copying with the ability to provide guidance and coordination in office functions.

Thorough knowledge of purchasing, ordering and requisition procedures.

Thorough knowledge of principles of budgeting, bookkeeping and accounting.

Considerable knowledge of local administrative organization and personnel management.

Ability to coordinate and supervise the work of secretarial staff as well as the accounting and data management staff in the absence of the Deputy Health Officer.

Ability to revise forms and procedures to increase efficiency.

Ability to communicate effectively with other health department personnel and general public

QUALIFICATIONS:

Bachelor degree in accounting, business administration, business education or related field is desirable.

One year of Supervisory experience desirable and One to three years bookkeeping experience desirable.

Must have own means of transportation and valid Michigan Driver's license.