



JOB POSTING

POSTING DATE: June 11, 2024

POSITION: Director of Administrative Services

STATUS:

- One Full-Time (40 Hours/Week), Exempt Position
- Typical hours are 8:00am – 4:30pm M-F; evenings/weekends may be occasionally required due to meetings/training/etc.
- Pay Range: based on experience and qualifications.

RESPONSIBILITIES INCLUDE: The objective of this position is to perform highly technically specialized financial functions in support of Huron County Public Health's management and policy decisions. Incumbents in this classification are responsible for serving as key financial advisers to the agency, oversee the vital statistics department, monitor the budget and other revenue generating systems and administer the financial programs and systems. Additionally, the position oversees the financials in federal, state, and local grants, is the lead in state single audits and federal grant audits, conducts periodic analysis of fee generating activities for appropriate rate setting and administers the review of budget expenditures and budget revisions.

As the Director of Administrative Services, this position is responsible for a full range of activities, including but not limited to the following:

1. Act as the chief or key financial adviser and oversee the vital statistics department for the agency.
2. Competent in fund accounting on a cash basis.
3. Competent with Governmental Accounting Standards Board (GASB) standards and the Ohio Department of Health's Grants Administrative Policies and Procedures (OGAPP) Manual.
4. Competent in the Ohio Department of Health's Grants Management Information System (GMIS).
5. Competent with public accounting revenue certificates.
6. Competent with public accounting appropriations, advances, return of advances, line-item transfers and appropriating unappropriated funds.

7. Competent with the OAKS system and government and grant electronic fund transfers.
8. Competent in purchase order processing and coding and invoice processing.
9. Competent in conducting periodic analysis of fee generating activities for appropriate rate setting including environmental cost methodology.
10. Intimate knowledge of external grant audits, state of Ohio program audits, and state single audits, ensuring consistency of agency's fiscal and operating procedures with applicable federal and state laws, regulations, and contract requirements.
11. Intimate knowledge of the reporting requirements for both federal and state reimbursement-based grants, deliverable based grants, and Firm Fixed Cost grant requirements.
12. Intimate knowledge and capacity to create an annual HINKLE report for a state of Ohio single audit.
13. Intimate knowledge concerning the state of Ohio annual financial statements including footnotes.
14. Intimate knowledge of reviewing and reclassifying fiscal transactions.
15. Intimate knowledge of grant expenditure reporting and budget revisions.
16. Intimate knowledge of transactional processing for expenses and revenue in the general ledger.
17. Intimate knowledge of reconciling multiple federal, state, and local financial systems.
18. Intimate Knowledge of Microsoft Excel, MIP, Microix, VIP, HDIS, IPHIS, Microsoft Word, and Microsoft PowerPoint.
19. Administer or oversee the internal review of budget expenditures and budget revisions. Develop corrective action plans and prepare supplemental appropriations.
20. Prepares cash receipt deposits to send to the Treasurer's Office.
21. Reviews all invoices for payment, attaching appropriate support documentation, and coding for payment processing.
22. Formulates budgets and projections. Monitors compliance with budgeted requests, makes any necessary budget adjustments in accordance with federal or state policy, and assures that budgeted limits are not exceeded.
23. Enforces the Vital Records Act of Ohio by ensuring all instructions and regulations are followed according to state regulations.
24. Enforces all birth, death, and fetal death certificates are completed according to state regulations. This includes

enforcement of correct filing procedures of records to coroners, and funeral directors.

25. Identifies possible forgeries of documents, initiates investigation of problems or complaints.
26. Receives state affidavits and amends certificates by attaching changes to birth/death record on file to maintain accuracy of record.
27. Familiar with and leads a domain team and/or serves on domain teams for public health accreditation.
28. Participates in Department emergency response trainings and drills; maintains home preparedness.

EDUCATION:

- High School Diploma or equivalent

QUALIFICATIONS:

- Documented experience in a public agency fiscal department, interpreting and applying federal and state policies, grant requirements, technical directives, state or federal standards and regulations, state of Ohio audits and implementing compliance processes/procedures.
- Documented public fund accounting experience with responsibility for appropriations, government grants, government audits, purchase order processing, invoice processing, grant expenditure reporting, budget and financial management, and transactional processing.
- State of Ohio Driver's License or the ability to provide transportation to work locations with limited or no public transportation services may be required for some positions.
- Clear criminal records check, drug screenings clearance, minimum vehicle liability insurance and uninsured motorist required.
- The selected candidate must pass a pre-employment physical.

Interested parties should forward their resume to :

Huron County Public Health
Attn: Community Programs Division Director
28 Executive Drive
Norwalk, OH 44857
Email: nmarks@huroncohealth.com