



Business Manager

Job Description

Department: Health
Position: Career Service
Grade: 724
Supervisory: Supervisor
Reports to: Deputy Director – Health

Summary

Under general guidance and direction of the assigned supervisor, provides administrative support duties pertaining to record keeping, operations, department budget, routine financial transactions, and office management functions for the department. Trains department staff on policies and procedures, operational processes, and financial software. Monitors HR related needs for newly hired staff, including new employee orientation, onboarding, and distribution of resources. Incumbents serving in this classification are responsible for final payment requests on purchase orders and may be involved in financial transactions. Coordinates and assists with accurate and timely closing and submission of month-end reports to the Utah County Auditor's Office.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as liaison with the Utah County Auditor's Office; communicate regarding department budget and overall financial transactions; submit new budget, account, and cost center requests; extract basic financial data from financial software; generate, review, and create reports and supporting documents, as needed; promptly respond to inquiries from the Auditor's Office, identify and initiate budget transfers, as needed.
2. Oversee and coordinate changes related to department fixed assets, including tagging new items, identifying discontinued items, performing annual audit of items, and reporting asset management data to the Auditor's Office; initiate fixed asset records for new purchases; coordinate disposal of surplus assets.
3. Coordinate accounts receivable transactions; submit invoice requests in the accounting software and prepare billing statements; submit contractor, vendor, and customer updates and request additions, as needed; request credit memos; follow up with customers on past due invoices.
4. Create cash receipts to record department revenue collections and submit to the Utah County Treasurer's Office.

For Office Use Only

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Job Title: Business Manager – Health
FLSA: Non-Exempt
Effective Date: 8/28/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

5. Coordinate and submit purchase requisitions for the department; assist staff with creating and submitting purchase requisitions and payment requests; review, correct, and approve payment requests according to County's chart of accounts, budgetary constraints, department and County policies, and compliance with contract provisions; follow proper financial documentation requirements; process and track to completion.
6. Ensure compliance with purchasing policies and financial documentation requirements; coordinate reconciliation of purchase card transactions; monitor purchasing card transactions; ensure proper access to purchasing cards.
7. Identify, monitor, and analyze key performance indicators (KPIs); run reports and provide insight on department metrics, programs, initiatives, and grants.
8. Assist with grant management, as needed; monitor and ensure department compliance with contracts; identify requirements impacting the budget, purchasing, or accounting.
9. Prepare detailed and complex spreadsheets and reports, including the Monthly Expenditure Report for grant financial tracking.
10. Process a high volume of travel for the department; conduct research; book travel; reconcile expenses.
11. Function as liaison with the Office of Human Resource Management; coordinate high volume of recruitment, selection, and hiring; coordinate hire and termination dates and personnel actions for promotion, career ladder advancement, and reassignment.
12. Ensure department record of positions corresponds with the County official staffing plan; track grant funding status and positions added, deleted, or modified; research and resolve discrepancies.
13. Ensure completion and submission of employee performance appraisals to the Office of Human Resource Management; monitor due dates and notify supervisors, as needed.
14. May function as timekeeper for the Department; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management; monitor cell phone allowances and communicate changes, as needed.
15. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
16. Identify and resolve personnel concerns.
17. Assist with staffing decisions related to the hiring and retention of assigned personnel and administration of disciplinary action in accordance with County policy and procedure.
18. Coordinate work orders for department building maintenance; initiate requests and monitor processes to ensure timely completion of work.
19. Train department personnel in County computer applications relevant to the department.
20. Monitor Administrative Division performance objectives; report progress, as needed.
21. Review and improve department clerical and administrative work processes; provide backup support for other administrative functions.

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22. Manage appointment calendar for office administrators.
23. Develop, review, and train on department policies and procedures, as applicable.
24. Other duties, as assigned.

Knowledge, Skills, and Abilities

- Considerable knowledge of County Rules and Regulations
- Considerable knowledge of County policies and procedures
- Considerable knowledge of structure, function, policies, and procedures of the Health Department
- Working knowledge of budget development and administration
- Working knowledge of general and fund accounting
- Knowledge of supervisory principles and practices
- Knowledge of general functions of county government
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment
- Skilled in using software applications, including Microsoft Office and Access database applications
- Skilled in creating documents and spreadsheets
- Skilled in creating and maintaining record keeping and filing systems
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to efficiently coordinate multiple technical tasks
- Ability to manage stress associated with deadlines and frequent interruptions
- Ability to lead and train others
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibilities

This position has direct supervisory responsibilities and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an office or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to stress associated with regular deadlines as well as last minute, urgent projects. Work may expose the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a table and is regularly required to walk, stand, or stoop. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in business management, accounting, finance or a related field.
2. Five (5) years of clerical or administrative support work experience, including two (2) years directly related to the duties describe above.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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