

Pickaway County Public Health

110 Island Road, Suite C, Circleville, OH 43113

Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



**PICKAWAY COUNTY
PUBLIC HEALTH**
We Care.

PICKAWAY COUNTY PUBLIC HEALTH JOB DESCRIPTION:

FISCAL OFFICER

Civil Service Status:	Unclassified
Job Classification:	Non-Exempt
FLSA Status:	Part-time, 24
Reports to:	Health Commissioner
Supervises:	None
Typical Work Hours:	Flexible between 8 am to 4:30 p.m. Mon-Fri
Work Time Accountability:	Hybrid. Flexible. Mon-Fri except in cases of emergency and other community need
Updated:	August 16, 2023
BoH Approval Date:	August 15, 2023

POSITION OVERVIEW

The Fiscal Officer oversees, manages and reports on all aspects of Pickaway County Public Health's (PCPH) current, past and proposed finances.

MINIMUM QUALIFICATIONS & CHARACTERISTICS

- Bachelor's degree required or master's degree preferred
- GMIS experience preferred
- Certified Public Accountant (CPA) preferred
- Five years of fiscal management experience preferred
- Previous experience in an Ohio-based governmental agency preferred
- Excellent organizational skills with strong attention to detail
- Must have a valid driver's license, own vehicle for travel, and personal automobile insurance
- Must have strong working capability with Microsoft Outlook including Outlook Calendar, E-mail, Word, Excel and PowerPoint
- Experience managing state and/or federal grants preferred; experience with additional data bases preferred

ESSENTIAL POSITION FUNCTIONS

- Oversees every aspect of PCPH's finances

- Provides leadership to PCPH and Pickaway County residents as needed on the department's fiscal and other public health issues
- Serves clients, stakeholders and staff regardless of their race, ethnicity, gender, sexual orientation and/or socioeconomic status
- Regularly expands one's knowledge base of PCPH operations
- Assists PCPH in conducting periodic organizational planning; continually works toward achieving the strategic plan
- Assures that PCPH's fiscal status is communicated to the Board of Health on a regular basis
- Serves as a subject matter expert as needed with community partners, leaders and stakeholders
- Seeks and assesses opportunities for funding to maintain and improve programs and services at PCPH
- Is an advocate and leader for public health in Pickaway County, Ohio

POSITION TASKS

Not all-inclusive

- Establishes and implements accounting and auditing procedures based on federal, state, county, and local regulations
- Manages PCPH's organizational and program budgets including fee-for-service initiatives, grants, contracts and managed care arrangements
- Oversees fiscal management and control activities for PCPH including but not limited to:
 - Annual organizational and program-specific budgets
 - Purchases, expenditures and payments
 - Financial aspects and associated deliverables of all program grants
 - Agreements and contracts with consultants
 - Accounts payable and receivable
 - Inventory
 - Account allocations planning
 - Payroll activities including hours worked, vacation time, sick time and comp time
 - Employee travel expenses
- Works closely with the Health Commissioner and PCPH divisions to review financial information and budgets; provides financial guidance in regard to division goals, policies and operating procedures
- Ensures fiscal documentation is maintained in accordance with generally accepted accounting procedures
- Prepares and maintains all records, reports, studies and correspondence related to fiscal activities and operations (e.g., financial statements, funding information, progress reports, inventory reports, financial status information, correspondence responding to inquiries of vendors; employee vacation and sick time records, employee retirement records, fiscal analyses, layoff information, narrative reports including analyses of project salaries and program costs, quarterly claim reports to federal agency for program expenditure and collections) in compliance with PCPH's records retention policy
- Prepares numerous complex financial reports and expenditure reimbursement requests to state departments, county departments and other organizations

- Writes policies and procedures related to the PCPH's internal fiscal operations as needed; assures that such policies and procedures are updated annually or within timeframes allowed by accreditation guidelines (e.g., every two, three or five years)
- Advises the Board of Health, Health Commissioner and PCPH management team members on fiscal and budgetary matters of PCPH (e.g., assists in program direction, interprets applicable regulations, policies and rules)
- Serves as liaison with external stakeholders for all financial matters of PCPH including but not limited to the District Advisory Council, Circleville, County and state government partners; conducts financial presentations as needed
- Attends Board of Health meetings to provide financial updates to the Board; brings written summary reports that clearly indicate the financial status of PCPH; makes presentations to the Board when additional funding or funding changes are needed; documents need in written summary with a cost-benefit analysis for the department presented to the Board
- Seeks out additional funding opportunities for PCPH and discusses them with the Health Commissioner and Board of Health for consideration
- Assesses effectiveness of fiscal operations at PCPH; engages in quality improvement/performance improvement processes to improve services as needed
- Attends meetings, seminars, conferences, and other job-related training sessions as appropriate
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Represents PCPH to the community
- With permission of the Health Commissioner, may mentor and precept one college student per semester as desired; preceptorships should be project and or outcome-based
- Responds to public health emergencies in accordance with response plans using the incident command system; may be a lead role in the ICS structure during a public health emergency
- Performs other duties as assigned to advance operations of PCPH and/or the health of Pickaway County residents

WORKING CONDITIONS

- Hybrid model available. Work from home.
- General office setting in health department facilities
- Regular contact with the PCPH staff

SIGNATURES

Fiscal Officer Employee

Date Signed

Health Commissioner

Date Signed