

**NAUGATUCK VALLEY HEALTH DISTRICT
JOB DESCRIPTION
BUSINESS MANAGER**

GENERAL STATEMENT OF DUTIES

The Business Manager assists the Director of Health in aspects of departmental administration, operations, financial, and general management for a local governmental public health district. In addition, the Business Manager will work with the Assistant Directors of Health and the administrative staff and in all health district programming and operations. A varied schedule may be required, including nights and weekends.

ACCOUNTABILITY AND SUPERVISION

Directly responsible to the Director of Health and is responsible for all accounting functions and health district human resources.

WORKING ENVIRONMENT/ESSENTIAL FUNCTIONS

The Business Manager is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. The work requires the use of a computer and other business machines.

DUTIES AND RESPONSIBILITIES

- Directly responsible for internal financial controls and all accounting functions including accounts receivable, accounts payable, bank reconciliation, taxes, and preparation of financial statements.
- Provides timely reports to the Director of Health, Assistant Directors of Health, Steering Committee, and Board of Directors to assist with financial and programmatic decision making; works with supervisory staff to prepare department budgets and prepares all financial reports as required.
- Applies a business approach to support its financial infrastructure, which includes both evaluation of financials and making recommendations to the Director of Health on seeking additional funding or improving financial stability by increasing efficiencies.
- Collaboratively implements internal improvements that streamline administrative functions and increases cost-effectiveness across the District.
- Interfaces with the Board of Directors, municipal officials, and others relevant to fiscal and budgetary issues.
- Works with the Director of Health and Board of Directors to develop and maintain a plan for flexible financial management during uncertain or unplanned events in accordance with requirements of the Public Health Accreditation Board.
- Directly responsible for all accounting functions related to grant contracts, including but not limited to, assistance with the development of the financial portion of grant applications, budget revisions, preparation of required financial reports, and assures timely submittal of program reports.
- Interfaces with auditing firm and governmental agencies to produce annual audit and other required financial reports and audits.

- Directly responsible for oversight associated with purchasing; makes recommendations on the purchasing of services and equipment based on cost analysis, function and quality.
- Reviews all contracts, lease agreements, and coordinates equipment and building maintenance.
- Directly responsible for human resource compliance and adhering to applicable labor laws.
- Directly responsible for payroll functions.
- Directly responsible for recordkeeping and maintenance of personnel records.
- Directly responsible for the onboarding process of new hires.
- Interfaces with benefits firm, insurance broker firm and/or companies, payroll company, and state and Federal agencies to produce audits and other required reports.
- Interfaces with insurance brokers/firms to evaluate and prepare annual insurance policies including but not limited to medical (health, vision, dental) insurance, liability insurance, multi-peril insurance, crime/employee dishonesty insurance, cyber insurance, hired and non-owned auto liability coverage, or others as necessary.
- Assures the proper storage and destruction of documents in accordance with state and federal laws.
- Assists in the generation of data collection and statistical analysis associated with departmental and other agency reporting requirements (e.g., activity statistics, annual report, performance management system, strategic workplan, public health accreditation documentation).
- Assures administrative support of the organizational strategic plan, quality improvement plan, performance management system, workforce development plan, safety committee, Inclusion, Diversity, Equity, and Anti-Racism (IDEA) Committee, or others as assigned.
- Interfaces with information technology (IT) firm to maintain a secure information management infrastructure to support and advance strategic goals.
- Identifies and employs technological improvements where appropriate.
- Assures administrative compliance with requirements set forth by the Public Health Accreditation Board (PHAB) by assisting the Director of Health and designated PHAB Accreditation Coordinator.
- Attends meetings of the Board of Directors and other meetings and functions relating to departmental activities.
- Provides administrative support to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Performs related work as required.

ACCOUNTING DUTIES TO INCLUDE:

- Recording daily transactions
- Monthly bank reconciliations
- Maintain general ledger accounts
- Administer payroll and benefits
- Create and maintain budgets/reporting
- Provide financial information for multiple grants reporting

Knowledge of Sage 50 accounting software, QuickBooks Desktop Enterprise software and experience with accounting, payroll, benefits, and grant reporting preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge and understanding of basic accounting principles and taxes.
- Thorough knowledge and understanding of human resources, labor laws and regulations, and payroll.
- Ability to use accounting and other appropriate software for the management of the health district's financial resources including providing timely reports for fiscal and programmatic decision making.
- Ability to coordinate the use of technology systems and other improvements to streamline the work environment.
- Understands the ethical dimensions of policies and decisions important for the provision of effective public health services and public health management.
- Knowledge of mediating issues.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records and reports.
- Ability to deal with individuals in highly sensitive and confidential matters.
- Ability to be a team player and a team leader.
- Strong organizational and time management skills, ability to competently manage multiple tasks, and an ability to work effectively with minimum direct supervision.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.

- Knowledge of Microsoft Office 365 programs, including Microsoft Word, Excel, and others.
- Proficiency using general ledger and grants management software. Sag 50 and QuickBooks Enterprise preferred. Core-CT, Connecticut state government's integrated human resources, payroll and financial system experience a plus.

QUALIFICATIONS

The desired candidate has a minimum Bachelor's Degree in Accounting, Financial, or related field with three (3) years of experience in Accounting or a related field. Experience in human resources management, facilities management, and grants management is preferred.

Master of Public Health (MPH) in Health Administration, MPH in Health Policy and Management, or Master of Business Administration (MBA) with a Master of Public Administration (MPA) desirable.

Valid notary commission desired.

SPECIAL REQUIREMENTS

Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.

Testing for substance abuse, a physical examination, and a criminal background check shall be required as part of the employee procedures. Due to the responsibilities associated with this position, a credit check and/or eligibility for the agency to post a personal bond may also be required as part of the employee procedures.

EQUAL EMPLOYMENT OPPORTUNITY

NVHD is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.