

Florence County Job Description

Position Title: Financial Manager
Department: Human Services
Reports To: Human Services Director
FLSA Status: Full-Time (40 hours per week)/Non-Exempt (does not supervise)
Salary Range: \$21.00 – 25.60
Salary Grade/Level: 8

Position Summary: Provides a variety of bookkeeping, accounting, and computer application tasks. Position is responsible for all aspects of accounting and financial reporting for the Human Services Department, including budgeting preparation and monitoring, monthly reimbursement reporting, billing and collections, monthly A/R and A/P, and annual closeout of State/County contracts and financial reports. This position ensures that Department financial policies and records are in accordance with Florence County, State, and Federal requirements.

Essential Functions:

- Responsible for all financial administration of the Department, including accounting systems, financial reporting, record keeping and internal auditing.
- Establish program objectives and methods to evaluate the effectiveness and cost efficiency of current programs inclusive of performing regular internal audits.
- Oversee and administer the financial management functions within Human Services including budget preparation, forecasting, and monitoring, including the development and supervision of integrated budgets.
- Continually analyze expense data in order to maximize Department funding and reduce County liability (fiscally).
- Prepare applicable journal entries, reconciliations, and other month-end, year-end duties.
- Assist outside auditors (State and County) with annual audit reviews through the preparation of documents and schedules for each audit process.
- Assure compliance with all relevant allowable cost policies and oversee and enhance the fiscal functions within the Department.
- Develop annual Provider Purchase of Service contracts and other agency Memorandums of Understanding as required to ensure program compliance.
- Review and analyze Personnel time reporting through the use of complex time studies as required by State/Federal/Local contracts/policies.
- Review provider agency contract audits to ensure compliance with OMB Circular A-133.
- Review all agency revenue and expenses prior to processing to ensure proper coding as outlined by Target Group, Standard Program Cluster, Account/Program requirements.
- Prepare monthly and annual agency expense reports according to Department of Health Services, Department of Children and Families, Department of Administration, Northern Income Maintenance Consortium, Greater Wisconsin Agency on Aging Resources, and other State and Federal contract requirements.
- Prepare and distribute accounts payable vouchers and expense checks.
- Prepare monthly Third-Party Administration claims and submit for prompt reimbursement and reconcile upon receipt of payment.
- Prepare, submit, and reconcile monthly Medical Assistance claims.
- Invoice clients for treatment costs incurred by Florence County Human Services Department, send monthly statements and monitor for 90-day default in payments.
- Maintain all aspects of the Department's TRIP (tax intercept) program.
- Manage outstanding Housing loans via a computer-based system; prepare monthly and annual Housing journal entries/financial reports; prepare and distribute CDBG Housing checks (when applicable).
- Schedule, attend, prepare and present information at quarterly Housing Meetings.
- Develop Housing agendas for review and approval of Director and Committee Chair.
- Perform data entry into various State and County required systems.

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- Collate financial and statistical information for Director and other management staff.
- Review and assess the accuracy of staff payroll records and time off reporting and report to Director
- Participate in various meetings with the Director
- Assist HSD staff in the elimination of manual processes within the Department through the creation of computerized systems.
- Operate as a Resource Specialist by becoming knowledgeable of available assistance and connecting customers appropriately with program contacts and other available resources.
- Pursue professional and systems development to assist the department in achieving as much efficiency as possible in the areas of information and fiscal accountability and reporting.
- All other duties as assigned.

Supervisory Requirements:

- N/A

Qualifications

- Bachelor's Degree or Associate Degree in Accounting, Finance, or Business with an emphasis in accounting is preferred.
- At least three years of accounting experience is required with preference given to those with government or fund accounting experience.
- Other equivalent experience and/or training in the human services or accounting field may be considered.

Knowledge, Skills and Abilities:

Equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Basic understanding of Generally Accepted Accounting Principles (GAAP)
- Considerable knowledge of various software including Excel spreadsheets, accounting software, word-processing and email.
- Demonstrated ability to acquire knowledge of the functions, procedures, organization, laws and regulations governing the administration of a County Human Services Department.
- Basic understanding of allowable costs as outlined in various program manuals.
- Ability to deal effectively with the public, cooperate with related agencies and organizations and clearly interpret and apply policies and directives of the Director, the Board, and State.
- Ability to identify inefficiencies and work toward efficiencies through the use of automated processes.
- Ability to effectively handle responsibility, take initiative, and adapt well to frequent change.
- Ability to maintain confidentiality, handle conflict, and direct clients appropriately.
- Self-starter, have the ability to work independently, and effectively handle responsibility.
- Possess excellent verbal and written communication skills in order to relate with a wide variety of individuals.
- Possess excellent organizational and time management skills
- Ability to problem solve and identify resources (internal and external) available for assistance.
- Ability to obtain necessary knowledge and skills related to County, State, and other policies and procedures to perform position effectively
- Ability to travel to in-state trainings as required.
- Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

Physical Requirements:

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Work Environment:

- Office environment. Minimal noise level.

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Wage Review/HR

2/6/25

Date

Employee Acknowledgement:

I acknowledge that I have received a copy of the Human Services Financial Manager job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name