



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Position Description

Position Title:	Fiscal Manager	Position #:	852
Working Title:	Fiscal Officer	CS Status:	Classified
Agency Unit:	Administration/Vital Statistics	Reports to:	Health Commissioner
Employment Status:	Full Time	Pay Range:	7
Funding Source:	Fund 7601 – Health Fund		
This position description was last approved by the Board of Health on:		December 17, 2019	

Position Summary: A member of Canton City Public Health senior management team, this position directs the fiscal activities such as planning, procurement, budget preparation and monitoring, receivables and payables monitoring, human resources management and grant reporting for the Health Department. An individual in this position is responsible for the accurate reporting of expense reports for federal, state and local grants and projects to comply with State and Federal compliance regulations. This position also supervises the Vital Statistics Department employees and helps ensure compliance with the State of Ohio Revised Code and reporting requirements to the State.

Essential Duties and Responsibilities:

68%

- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Coordinate and direct the financial planning, budgeting, procurement or investment activities of all or part of an organization.
- Develop internal control policies, guidelines and procedures for activities such as budget administration, cash and credit management and accounting.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives and current accounting standards.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets or reports required by regulatory agencies.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Analyze the financial details of past, present and expected operations to identify development opportunities and areas where improvement is needed.
- Advise management on short-term and long-term financial objectives, policies and actions.
- Realizes the need for proper legislation from City Council concerning financial operations.

10%

- Onboarding of new employees.
- Maintain employee personnel files.
- Documentation for personnel actions.
- Work with City HR staff on health department personnel issues.



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- 10%
- Serves as a member of department senior leadership team.
 - Participates in the creation and execution of the department strategic plan.
 - Participates in department accreditation planning processes and leads service area strategic planning processes.
 - Participates in quality assurance and improvement activities.
 - Conducts assessments of existing programs and services to ensure alignment with department, local, state, and national public health priorities.

- 10%
- Monitors local, state, and federal regulatory changes.
 - Vital Statistics division leader.
 - Knowledgeable of Vital Statistics procedures and policies.
 - Serve as back up in Vital Statistics as needed.
 - Assures that all staff are providing excellent customer service.

- 2%
- Various additional duties as needed for the overall health department pertaining to supplies, maintenance, cleaning contracts, updating department’s website and liability insurance.

- Other Duties & Responsibilities**
- Acts as a liaison between the Health Department and the City of Canton.
 - Required to follow any additional instruction given by the Health Commissioner.

Minimum Qualifications: Must have a bachelor’s degree in accounting or related field with at least two years related work experience OR an Associate’s Degree in accounting or related field with significant related work experience as determined by the Board of Health. Knowledge of governmental fund structures is a plus. Must have a minimum of five years’ experience in accounting, fiscal management or similar. Must possess a valid Ohio driver’s license with a good driving record and be able to pass a criminal background investigation.

Essential Skills: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job can be performed. Examples of skills that are needed to perform this job include:

Ability to use critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Must have good decision-making skills; Must possess good analytical and problem-solving skills. Ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail; Ability to accurately perform arithmetic and algebraic calculations; Ability to analyze complex information and develop strategies, plans and procedures to address financial operations of the department; Skilled in the development and use of electronic spreadsheets, word processing software, presentation software and other electronic tools to accurately records and display information; Must be able to use online data resources, manipulate online systems



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for reporting financial data, and use various computer database and reporting tools; Ability to use desk calculator, tables, charts and other aids for data manipulation and display; Ability to communicate clearly and concisely, both orally and in writing; Ability to interpret and apply Federal and State regulations, procedures, policies and into all aspects of the work; Proficiency in PC operation and the use of email and Internet browsers; Self-motivated and disciplined; Ability to deal effectively with other staff and the public.

Key Competencies: This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8,

Work Environment: A person in this classification works in a climate-controlled office environment. Must be able to multi-task and work on many different items at once. Must be organized as this position is support for the 5 Departments. Must be comfortable in making decisions and hold supervisory responsibilities. A person in this classification may be required to respond to a public health emergency and perform similar functions.

Approval: This position description was approved by the Board of Health on: **12/17/2019**

Revision History: Dates of prior approved versions:

June 29, 2012	Initial position Description as Fiscal Officer.
March 28, 2016	Revise to new format. Adjusted qualification requirements to associates' degree. Changed to pay range 6. Approved by Board of Health.
October 28, 2019	Changed position title to Fiscal Manager per Canton Civil Service recommendation. Changed pay range from R-6 to R-7.



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FINAL

Position Description

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name