



**Public Health**  
Prevent. Promote. Protect.

# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.  
HEALTH COMMISSIONER

Scott R. Swope, D.O.  
MEDICAL DIRECTOR

## EMPLOYMENT OPPORTUNITY

Posted 10-25-2017

POSITION: **Fiscal Specialist**

AGENCY: **Warren County Health District**

DEPARTMENT: **Finance**

LOCATION: **Lebanon Office, 416 South East St., Lebanon, Ohio 45036**

HOURS: **Full Time**  
**7:00 a.m. - 3:30 p.m. Weekdays**

PAY RANGE: **Pay Grade 7 (\$18.08-\$22.28/hourly) plus full WCHD Benefits**  
**Position Commensurate with Experience**

POSTING PERIOD: This notice is being posted for a period of time not less than seven (7) consecutive calendar days beginning October 24, 2017.

### MINIMUM QUALIFICATIONS:

Associates Degree with major core of coursework in accounting, budgeting, finance, and auditing. Minimum five years' experience working in accounting and auditing field. Prefer experience in medical billing, cost accounting, payroll and budgeting. Prefer supervisory experience. A combination of equivalent education, training and experience may be considered.

### KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in Excel and MS Word; Ability to learn agency specific software. Knowledge of office practices, accounting and records management. Ability to prepare and maintain meaningful, concise and accurate reports. Must have analytical and problem solving skill. Ability to communicate effectively in written and oral forms.

### JOB RESPONSIBILITIES:

Under the supervision of the Director of Finance the Fiscal Specialist is responsible for maintaining various fiscal and bookkeeping reports; assist in all accounting duties; coordinating and monitoring the agency's participation in grant program. **Full Job Description available on our website (employment opportunities) at [www.warrenchd.com](http://www.warrenchd.com)**

### TO MAKE APPLICATION:

Please submit cover letter and resume to Tammy Cranmer, HR Office, Warren County Combined Health District, 416 South East Street, Lebanon, Ohio 45036 or email to [tcranmer@warrenchd.com](mailto:tcranmer@warrenchd.com).

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK  
E.O.E.

# WARREN COUNTY COMBINED HEALTH DISTRICT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

<b>Office/Agency:</b>	Health Department	<b>Employee Name:</b>	
<b>Class Title:</b>	Fiscal Specialist	<b>Position Title:</b>	Fiscal Specialist
<b>Class Number:</b>	65533C	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Fiscal	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Director of Finance	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Hourly (Range)	<b>Hours:</b>	40/week (schedule varies)
<b>FLSA Status:</b>	Non-exempt	<b>Pay Grade:</b>	7

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of an Associate's Degree with major core coursework in accounting, budgeting, finance, auditing and/or cost accounting; five years' of experience in accounting and auditing; preferable medical billing, cost accounting, payroll or budgeting experience; supervisory experience a plus. Any combination of equivalent education, training and/or experience.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the district's insurance provider.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury from hazardous waste; has contact with potentially violent or emotionally distraught persons; may be required to transport and lift awkward size boxes and containers; occasionally lifts objects ten (10) pounds or less; occasionally carries objects ten (10) pounds or less. In cases of emergency, unpredictable client situations, and/or district needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Note: in accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Develops, prepares, records, and maintains various fiscal and bookkeeping reports; processes encumbrances, expense adjustments, invoices, records, analyses, and/or documentation (e.g., internal management reports, assist with budget forecasts, cost analysis studies, revenue and expenditure comparisons, personnel and payroll reports, grant reports, may balance and reconcile accounts, etc.); assists with grant payment deposits; ability to find, recognize and resolve financial discrepancies. Use analytical skills.
- 30% (2) Coordinate and monitor agency's participation in grant programs. Prepare financial reports required by agency and evaluate expenditures to assure proper grants are charged. Assist Director of Finance with

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Loveland, OH 45140

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audits to insure operational compliance with state and/or federal guidelines; prepares monthly/yearly financial reports; evaluates accounts to ensure proper funds are used, expense adjustments to proper accounts and assist in planning the fiscal functions for the agency (e.g., accounting., payroll, purchasing, billing, training, budget planning, receipt and disbursement of funds and expenditures, grant funds, etc.); assists Director of Finance in developing goals and objectives for the agency; work pages/spreadsheets for submission to granting agencies, applies and reports all activities for grants; assists in monitoring activities including accounts payable/receivable, payroll, budget activities, billing, invoicing, monitors fiscal progress of projects for compliance or variance from budgeted costs and assist in determining appropriate action.

- 20% (3) Consults with Director of Finance and fiscal officials from other agencies and other administrative personnel on fiscal issues, interpretation, and methods of application of policies for compliance with federal and state laws and grant programs; assists all Health District supervisors with fiscal or accounting matters; acts as liaison with ODH on funding issues; assist with state audit team, county auditor, and budget committee.
- 10% (4) May provide assistance and guidance to agency supervisors on regulations and requirements. May advise other division staff on billing matters and problems (assist in program direction, interprets, applicable regulations, policies or rules) with the accounting software as advised by the Director of Finance. Performs non-fiscal related tasks (reviews updates on electronic medical records and assist in training on new guidelines for billing or preauthorization problems). Uses analytical thinking to problem solve and give feedback on solutions to fiscal problems. Acts oas backup to the Director of Finance.

### OTHER DUTIES AND RESPONSIBILITIES:

- (5) May be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies.
- (6) Follows all Warren County Health District safety policies and procedures; maintains all required licenses and/or certificates.
- (7) Performs other duties as assigned, and attends staff meetings, Board meetings, workshops or seminars related to duties.
- (8) Demonstrates regular and predictable attendance.

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### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

**Knowledge of:** analytical/assessment skills, problem solving, bookkeeping; \*inventory control; purchasing; accounting; billing; policy development/planning skills; critical thinking skills; payroll practices and procedures; \*safety practices and procedures; \*agency policies and procedures; \*agency goals and objectives; public relations; employee training and development; office practices and procedures; \*office management; Medicare and Medicaid laws, rules, and regulations; medical terminology; English grammar and spelling; records management.

**Skill in:** use of modern office equipment and software.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; gather, collate, and classify information; copy records precisely without error; prepare accurate documentation; compile and prepare reports; maintain records according to established procedures; prepare routine correspondence; understand a variety of written and/or verbal communications; communicate effectively; determine material and equipment needs; recognize safety warnings; develop and maintain effective working relationships; answer routine telephone inquiries; resolve complaints.

### POSITIONS DIRECTLY SUPERVISED:

In absence of Director of Finance is responsible for supervision of Finance Department employees.

\_\_\_\_\_  
Duane Stansbury, RS, MPH, Health Commissioner

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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