



## Job Description

### Public Health Fiscal/Grant Manager

---

**Salary Range:** \$5,251 - \$6,710 per month

**Location:** Davenport

**FLSA Status:** Non-Exempt

**Division:** Administration

**Full-Time Equivalency (FTE):** 100 %

**Reports To:** Public Health Director

**Closing:** May 29, 2024, or until filled

---

**Summary:** This position is a full-time position working 40 hours per week and serves as the lead for fiscal operations within the Health Department. This position also provides support for general office support duties as needed. This position provides oversight of fiscal operations and grant management to assure compliance with Lincoln County policies and procedures and the Washington State Budget and Recording System (BARS)

**Program Activities:**

The following program activities and responsibilities may be covered under this job specification and are considered essential functions of the position:

- **Budget Management**
  - Prepares and maintains a wide variety of reports, assists with financial and budget processes, and decisions necessary for implementing and managing grants.
  - Assists in budget forecasts for program activities.
  - Conducts accounting of revenue, expenditures, and program activities to assure compliance with accounting practices.
  - Conducts grant accounting to track expenditures by grant program using project coding.
  - Conducts grant reporting to various agencies to assure appropriate use of funding including invoicing.
  - Monitors spending for various public health programs and grant programs.
- **Limited Supervision**
  - Monitoring staff expenditures and timekeeping as well as program expenditure tracking and communicating with the Public Health Director of any needed action.
- **Leadership**
  - Represent the LCHD in a professional manner, providing services with basic tact and courtesy.
  - Occasionally prepare and present fiscal information to department staff, Local Board of Health, state agencies, etc. as needed.
  - Participate in statewide fiscal calls, meetings, and training to represent the LCHD and communicate information gathered at these meetings with the Public Health Director as well as other staff.
  - Develop and maintain professional relationships.
  - Model strong leadership and promote a professional work environment.

## **Essential Functions of the Job**

- Use and interpret established office procedures, policies, and fiscal principles, practices, and procedures for government accounting.
- To foster and endorse an environment of **respect and equity** in all areas of our daily activities along with a non-judgmental outlook towards the people we serve and those with whom we work.
- Ability to prioritize and manage multiple projects.
- Prepare financial reports for all state and federal requirements; assist auditors in any audits and program reviews, verify financial statements and schedules for accuracy and adherence to state and federal reporting requirements.
- Investigate, correct, report, and follow up on all errors to ensure compliance with established procedures and policies.
- Review and verify daily deposits.
- Provide advice and recommendations regarding financial policies, controls, and systems.
- Assist in monitoring fiscal and legal compliance with grants, financial administrative regulations, and state statutes.
- Assist in the preparation and monitoring of the Department budget.
- Provides excellent customer service through various channels: in person, telephone, and email.
- Participates in community outreach activities.
- Attends meetings, training, and conferences as required.
- Provide administrative support to public health programs.
- Serve as a Deputy Registrar for the issuance of birth and death certificates.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

## **Qualifications:**

- **Education**
  - Graduation from an accredited college or university with a degree in accounting, finance, business or related field and 2 years of experience in governmental accounting or any equivalent combination of education and experience sufficient to perform the duties of the position.

## **Required Certifications and Licensure:**

- Valid Washington State driver’s license (or ability to obtain within 30 days).

## **Knowledge, Skills, and Abilities:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements, theories, and practices.
- Knowledge of Washington State Budget and Recording System (BARS)
- Ability to maintain efficient and effective accounting systems and procedures; ability to accurately account for Department funds.
- Organizing and synthesizing information to evaluate and prioritize the information appropriately.
- Communicating clearly and concisely, both orally and in writing.
- Skill in analyzing, compiling, recording, and assessing data to draw accurate conclusions.
- Applying pertinent rules and regulations required to conduct eligibility tasks.
- Time management skills.
- Work well with people of varied cultural and socioeconomic backgrounds.
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Ability to exercise initiative, tact, discretion, and judgement in carrying out responsibilities.
- Skill in communicating effectively within a sometimes-stressful environment.
- Ability to provide technical expertise and support to staff through coaching, mentoring, and training.
- Ability to establish and maintain effective working relationships with a diverse population of clients, community-based agencies, and departmental personnel.
- Ability to interpret and apply federal, state, and local laws and regulations.
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity.

- Ability to work independently with minimal supervision.
- Computer literacy. To perform this job successfully, an individual should have knowledge of Microsoft Products such as Word, Excel, Outlook, PowerPoint, Publisher, and Access. In addition, an individual must have the ability to learn software used at the Health Department.

**Work Environment and Physical Demands:**

- Indoors, sedentary up to 8 hours/day sitting or standing.
- Up to 8 hours/day keyboarding or typing at a computer terminal.
- Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.).
- Communication skills to interact effectively with people.
- Comprehend and process verbal communication.
- Ability to maintain composure in stressful situations.
- Visual acuity to read and write.
- Ability to discern colors, odors, and sounds.
- Ability to bend, twist, stoop on a regular basis.
- Ability to lift, push, pull, or carry up to 40 pounds on a regular basis.
- Ability to type, file, and complete forms.

**Work Schedule:**

This position is nonexempt and is overtime eligible based on the provisions listed in the Fair Labor Standards Act (FLSA). The regular workweek is 40 hours, Monday through Friday 8:00 – 4:30pm.

**Travel:**

Travel primarily within the jurisdiction of LCHD and within the state, is required to attend meetings, attend conferences, and seminars.

**Emergencies:**

When public health responds to an emergency, you may be assigned duties that are outside your regular job description. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the department.

**Necessary Special Requirements:**

- The selected candidate will be required to successfully pass a Washington State Patrol background check.
- Ability to obtain or provide documentation of required immunizations.

**Application Process:**

Candidates who wish to be considered for this position must complete the application at [www.co.lincoln.wa.us/public-health/employment/](http://www.co.lincoln.wa.us/public-health/employment/) and include the below items:

- Cover letter
- Resume
- Complete application form
- Any relevant supporting documents

For more information about the application process or the position please contact Ed Dzedzy, Public Health Director at [edzedzy@co.lincoln.wa.us](mailto:edzedzy@co.lincoln.wa.us) or 509-215-1023.

Application materials can be emailed to: [edzedzy@co.lincoln.wa.us](mailto:edzedzy@co.lincoln.wa.us)

Or mailed to: Ed Dzedzy  
Lincoln County Health Department  
90 Nicholls  
Davenport, WA 99122