

# LAPEER COUNTY JOB POSTING

DEPARTMENT: Lapeer County Finance Department

Position Title: Assistant Financial Officer Assigned to the Health Dept #258

- Covered by Collective Bargaining Agreement  
 Not Covered by a Collective Bargaining Agreement

Job Responsibilities: Must See Attached Job Description for specific details.

Qualifications & Requirements: (Also see Job Description for said position)

Education: Bachelor's Degree, in accounting, finance or closely related field required.

Experience: 4+ years progressive experience in general accounting. Preferably governmental accounting. Knowledge of data processing and computerized financial applications.

Hours of Work per Week: 40

- Full Time  
 Part-Time  
 Variable

Rate of Pay:

Annual Salary \$ \_\_\_\_\_ OR

Hourly:	Entry	\$ 23.50	
	Step I	\$ 25.46	{after 1 year anniversary}
	Step II	\$ 27.43	{after 2 year anniversary}
	Step III	\$ 29.38	{after 3 year anniversary}

County Benefits:  Eligible  
 Not Eligible

Apply:  Submit County Application (Must be complete)  
 Submit County Application AND Resume (Must be complete)

To: Lapeer County Finance Department

Attn: Jackie Arnold, CFO

255 Clay Street, Suite 301, Lapeer, MI 48446

or email to: employment@lapeercounty.org

Application Deadline: Date: May 31, 2021

Time: 4:00 p.m.

May Remain Open Until Filled

EOE

Posting Date: 04/13/2021

Removed: \_\_\_\_\_

LAPEER COUNTY  
FINANCE DEPARTMENT

ASSISTANT FINANCE OFFICER ASSIGNED TO HEALTH DEPARTMENT

General Summary

Under the supervision of the Chief Financial Officer and Assistant County Finance Officer, plans and directs the departmental accounting system including financial analysis, budgeting, receipts, payroll and expenditure posting and reconciliation. Supervises accounting and financial data management personnel. Prepares, interprets, and presents financial reports, reconciles accounting and payroll data, determines the need for accounting transactions to correct errors, and prepares and enters transactions on computerized systems. Applies generally accepted accounting principles to prepare and communicate financial and budget information and to interpret such data in order to be able to make financial recommendations.

Essential Functions

1. Plans, develops, administers, and evaluates the departmental accounting system including financial analysis, budgeting, receipts, payroll, and expenditure posting and reconciliation. Supervises health Department financial staff to assure a high quality of service and monitors performance in relation to goals and objectives.
2. Establishes and submits program budgets for the department. Monitors budgets and submits budget transfers to the County Finance Department monthly. Notifies the Chief Financial Officer and the Director/Health Officer of any budget concerns and prepares monthly reports.
3. Manages health department staff responsible for account processing and financial data management. Monitors health department financial staff performance in relation to goals and objective. Ensures adequate professional development and in- service training for financial staff. Oversees and participates in the continuing in- service education activities for said staff.
4. Assists the various operating divisions in projecting needs and preparing annual budgets. Assists the Director/Health Officer in the preparation of the departmental budget by preparing, analyses of past experience, attending meetings with managers regarding budget needs, and preparing budget spreadsheets.
5. Prepares and manages annual departmental budgets. Projects annual revenue requirements and expenditures for all departmental programs. Assists management staff and other employees in the implementation of program budgets and/or contracts.

LAPEER COUNTY  
FINANCE DEPARTMENT

6. Analyzes financial information to ensure that financial and output objectives are achieved. Analyzes revenues and expenditures to ensure that they conform to the budget and assesses the impact of budget variances, meeting with departmental managers to discuss and resolve them.

7. Manages and projects department cash flow, expediting cash inflows when a cash deficit is possible. Acts as the custodian of all department cash and is responsible for receipting in cash and checks and making deposits with the County Treasurer.

8. Sets priorities with regard to the accounts payable and accounts receivable cycle. Ensures that all billing is up-to-date and all revenue received, addressing vendors if problems arise. Provides guidance to agency support staff with regard to accounting practice and generally accepted accounting principles. Reviews financial statements for errors and that expenditures are consistent with the budget. Prepares journal entries for general ledger.

9. Recommends the purchase of health department financial computer software and hardware to improve efficiency. Works with Purchasing Department to obtain computer equipment and software bids and presents them to the Chief Financial Officer and Director/Health Officer for approval.

10. Administers grant funds for health departmental programs, establishing and applying procedures dealing with the application process and distribution of grant funds consistent with grant requirements. Participates in grant writing.

11. Prepares a variety of financial statements and status and compliance reports in accordance with generally accepted accounting principles and in conformance to departmental, grant, and federal, state, and county standards.

12. Coordinates financial accounting with auditors and state and county accounting offices.

**Other Functions**

None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

LAPEER COUNTY  
FINANCE DEPARTMENT

Employment Qualifications

**Education:** Possession of a Bachelor's Degree in accounting or finance.

**Experience:** Four years of professional accounting experience, with governmental fund accounting, budgeting, and financial systems and experience using personal computers and spreadsheet software programs.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**FLSA Status:** Exempt

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 21444

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access and retrieve information from a computer.

Ability to operate office equipment.

**Working Conditions:**

Works in office conditions and travels to other locations to attend meetings and conferences.