

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

<b>Job Title</b>	<b>Director of Finance</b>
<b>Team</b>	Administration
<b>Supervisor</b>	Health Commissioner
<b>Director</b>	Health Commissioner
<b>Positions Supervised</b>	Fiscal Clerk
<b>Programs</b>	All health department programs
<b>Funding Sources</b>	Levy, health fund, various grant funds
<b>Civil Service and FLSA Status</b>	Unclassified, exempt, salary
<b>Appointment Status</b>	Full time, expected 40-45 hours per week
<b>Grade/Classification</b>	30
<b>Insurance Benefits</b>	Eligible for full benefits
<b>Leave Benefits</b>	Eligible for vacation, sick, personal, holiday
<b>Pay Range</b>	\$30.82 to \$46.99 per hour
<b>Regular Hours</b>	Monday through Friday 8:00am to 5:00pm, occasional evenings and weekends
<b>Date Posted</b>	02/11/2025
<b>Candidate Review</b>	Rolling basis starting 02/25/2025

### **JOB SUMMARY**

The Director of Finance guides all financial aspects of the agency to ensure transparent, sound, and stable fiscal management. The Director is responsible for developing, preparing, and overseeing the overall financial operations of the agency including all aspects of cash-basis bookkeeping, accounts receivable/payable functions, payroll, financial control compliance, policy development, fund and grant management, and short- and long-term budget planning.

### **EDUCATION & QUALIFICATIONS**

This position requires a bachelor's degree in business administration, finance, accounting, or a closely related field, and at least ten (10) years of experience in accounting, finance, audits, and budget management. A master's degree in business administration, finance, accounting, or a closely related field with at least five (5) years of experience in accounting, finance, audits, and budget management is strongly preferred. Experience with accounts payable, accounts receivable, payroll, medical billing, and financial software packages is preferred. Progressively increasing career responsibilities in the management of people and public sector accounting is strongly preferred.

### **ESSENTIAL FUNCTIONS**

The Director of Finance develops, prepares, and oversees preparation and maintenance of various fiscal reports, records, analyses, and/or documentation (including but not limited to internal management reports, budget forecasts, cost analysis studies, revenue and expenditure comparisons, personnel and payroll reports, and grant reports); serves as the fiscal advisor to the Health Commissioner and Board of Health; oversees virtual and pay-in cash deposits, billing, and accounts receivable/payable functions; assists other leadership team members with budget and grant plans and coordinates/monitors fiscal operations; develops and implements fiscal plans, controls, policies, and guidelines to ensure operational compliance with state and/or federal guidelines; evaluates and plans the fiscal functions for the agency (including but not limited to accounting,

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payroll, purchasing, budget planning, receipt and disbursement of funds and expenditures, and grant funds); assists in developing fiscal goals and objectives for the agency; assists in the management of benefits and employee fringes; monitors fiscal progress of projects for compliance or variance from budgeted costs and recommends appropriate action; attends meetings with the County Auditor and County Treasurer; ensures compliance with federal and state laws; coordinates fiscal audits; assists in the preparation of the annual budget, statistical reports, and participates in long-range planning; reconciles County Auditor accounts with internal ledgers; reviews financial status to ensure operations continue within budgetary constraints; maintains statistics of program activities and prepares reports for the Health Commissioner and other leadership team members; prepares federal, state, and local grant budget and expense reports; continuously works to minimize loss and maximize billing and recovery of expenses.

The Director of Finance also consults with fiscal officers 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 directors, supervisors and employees with fiscal or accounting matters; acts as liaison with the Ohio Department of Health or other state agencies on funding issues; supervises and evaluates the performance of other fiscal employees; participate in the selection and recruitment of new applicants; assists in the search for and application of grants and donations; assists with public health accreditation; participates in emergency preparedness exercises and response in a variety of roles; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook, Power Automate), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; knowledge of Generally Accepted Accounting Principles (GAAP); training or experience in accounts payable, accounts receivable, budget analysis, payroll preparation and processing, purchasing, and accounting; knowledge of supervisory principles and practices, office practices and procedures, and office management; exceptional knowledge and use of English grammar, spelling, written format and punctuation; knowledge of cash-basis bookkeeping; basic knowledge of governmental accounting; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; principles and practices of grant management; collection of data/research and analysis of statistics; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.

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- Involves travel by automobile to attend meetings with state agencies and community partners. Must have a current driver's license valid in the state of Ohio and access to a personal automobile. Must provide personal transportation to work locations.

## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote work as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne  
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

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Applications will be accepted on a continuous basis until the position is filled.