

## JOB VACANCY ANNOUNCEMENT

Date of Posting: 04.26.18

The following position is available. Interested parties may obtain application materials from Marion County Public Health Department, the MCPHD website ([www.marionph.org](http://www.marionph.org)), or the Marion County Human Resources office. Return the application form to Kim Dorn, Marion County Public Health Department, 2003 N Lincoln, Box 152, Knoxville, IA 50138. [kdorn@marionph.org](mailto:kdorn@marionph.org) This will remain posted at a minimum of 10 days (May 7, 2018), and until the position is filled.

Job Title: **Financial Coordinator**

Department: Marion County Public Health Department, 2003 North Lincoln, Knoxville, IA 50138

Hours: 8:00 – 4:30 M-F

### **PURPOSE**

This position assists in carrying out agency financial and reporting responsibilities through data management and coordination of non-program specific clerical staff. Responsibilities include departmental financial records, comprehensive department wide programmatic data, payroll, tracks financial data and program data, prepares reports, providing program support, and coordinating special projects. Performs related duties as required.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

Budget	Payroll Preparation	Quality Improvement
Deposits/Direct Deposits	Audit Readiness	Emergency Response Role
Disbursements	Supply Management	Staff Supervision
Quickbooks	Data Collection/Management	Program Support
Grant & Medicaid Billing	Reporting	

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

Prefer a bachelor's degree in accounting. Minimum associates degree in accounting from a two-year college. Two to five years experience.

Experience preferred: Grant financial management, cost reporting, proficient in Windows/Microsoft products, including Word, Excel, and Access

**Interested parties are encouraged to read the full job description available at Marion County Public Health Department, or on the website at [www.marionph.org](http://www.marionph.org). This job vacancy notice will be posted for a minimum of 10 days or until the position is filled.**

The County shall have sole discretion to fill any vacancy.

**MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**MARION COUNTY**  
**JOB DESCRIPTION**

		Department:	Public Health Department
Job Title:	Financial Coordinator	FLSA Designation:	Exempt
Effective Date:	January 2014	Reports To:	Public Health Director
			Wage Range: 45,739-72,821

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**PURPOSE**

Assists in carrying out agency financial and reporting responsibilities through data management and coordination of non-program specific clerical staff.

Departmental financial records, comprehensive department wide programmatic data. Completes payroll, tracks financial data and program data, prepares reports, providing program support, , and coordinating special projects. Performs related duties as required.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Budget:
  - Departmental Budgets planning with Department Director
  - Programmatic and grant budget planning and implementation with program managers
  - Programmatic budget management – fiscal contact for grants
  
- Payroll:
  - Preparation of payroll for County processing
  - Time Record Management/Tracker
  - Payroll detail
  - Month End Reports
  
- Deposits
- Direct Deposits
  
- Disbursements
  - Preparation of departmental vouchers (coding, copying, etc) for program manager, department director approval and county system processing
  
- Quickbooks
  - Financial detail

- Supply Management
  - Purchasing
  - Postage machine
- Billing
  - Medicaid and Grant billing according to funders requirements and timelines
  - Departmental Billing for services
- Reporting
  - Sharepoint or other data system as prescribed by funders
  - Board of Health reports
  - County Reports
  - IDPH reports
  - Medicaid Reports
  - Cost Reporting
  - Completes Cost reports, including Medicaid Cost analysis
  - Works with program managers for grant reporting
  - Grant Balance Report
  - Comprehensive departmental activity report (develop & implement)
  - Mileage reports
  - Postage report
  - Copier report
  - Fuel report
  - Month End Reports
- Data
  - Participation in QI
  - Development and initiating data collection systems for external information re: departmental performance via a variety of methods, including surveys, paper & electronic (ie: Survey monkey)
  - Data collection of internal information re: program performance
  - Develop and produce reporting mechanisms
- Audits
  - Assures financial audit compliance
- Staff Supervision
  - Supervises clerical staff not assigned directly to one program
  - Assures coverage of front desk
- Program Support
- Emergency Response Role
  - Will have an assigned role in emergency response
  - Must complete NIMS trainings within 6 months

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Associates degree in accounting from a two-year college.

Specific knowledge of a body of rules or operations for the particular functional area such as might be acquired in five years of prior related experience.

Preferred: Cost reporting experience, proficient in Microsoft products/ Word, Excel, Access

### **Certificates, Licenses, Registrations**

None

## **MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Language Ability**

Ability to read and interpret documents such as contract requirements, state and federal codes, and programmatic financial requirements. Ability to understand and communicate complex rules. Ability to write routine reports and correspondence. Ability to speak effectively with a variety of individuals, including contract managers, program managers, sub-ordinate employees, board members.

### **Mathematical Skills**

Ability to calculate figures and amounts, percentages. Ability to apply concepts of basic algebra and geometry. Must be proficient in Microsoft Excel.

### **Cognitive Demands**

Ability to understand complex financial systems. Must have ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in a variety of situations. Ability to comprehend cause and effects as pertain to financial operations of the department. Ability to determine root problems, and determine and carry out plans for implementation. Must be detail oriented, and

### **Equipment Used**

Computer – proficient with windows,  
Microsoft Excel, Word, and Access  
Calculator  
Copier  
Telephone/Fax/Answering Machine  
Other routine office equipment

### **Physical Demands**

Work involves frequent sitting, walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving boxes and file folders, supplies and materials. Use of fine motor function, fingers, hands. Required to sit for long periods of time. Requires ability to stand and walk, bend, squat, and climb steps. Must reach at or above shoulder level and below shoulder level. Must be able to lift and carry up to 30 pounds short distances. Must be able to see and hear within normal limits with or without corrective devices. Extensive computer use.

May work in clinic environment in emergency response, including moving supplies and equipment, and potentially holding children for immunizations.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

## MARION COUNTY

### APPLICATION FOR EMPLOYMENT

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	
City/Town	State	Zip Code: _____
Position you are applying for: (Maximum of 2) 1. 2.		Do you have a legal right to work in the United State full-time? Yes _____ No _____
		Telephone Number(s) ( ) ( )
		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
<b>May we contact your current employer?</b> Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

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Were you in the Military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch: \_\_\_\_\_

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Note:** A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes \_\_\_\_\_ No \_\_\_\_\_

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you perform the requirement of this job with or without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

If the job requires, do you have the appropriate valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

DL#: \_\_\_\_\_ Type: \_\_\_\_\_ State of License \_\_\_\_\_

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) \_\_\_\_\_ Date: (if different than below) \_\_\_\_\_

**I understand:**

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.



That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

**Smoking Ban Notice:**

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date:

## **NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY**

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.

**Marion County**

**CONFIDENTIAL INFORMATION**

Not for Interview Purposes – To Be Filled Separately From Application

Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Referral Source:

Advertisement     Employee     Relative     Walk-in     School  
 Government Employment Agency     Private Employment Agency

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this applicant survey. Your cooperation is appreciated.

Please be advised that your survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

(Please Check One)

1. American Indian or Alaskan Native: persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

2. White, not of Hispanic Origin: persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

3. Black, not of Hispanic Origin: persons having origins in any of the Black racial groups of Africa.

4. Asian, or Pacific Islander: persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

5. Hispanic: persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

6. Other: (please specify) \_\_\_\_\_

Male     Female     Age

**SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:**

Government contractors subject to the Vietnam Era Veterans, Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam war, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodations. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

IF YOU SO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE.

Vietnam War Veteran     Disabled Veteran     Handicapped Individual