



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** November 20, 2008

RE: *Approval of revised classification specification for Financial Services Manager, Schedule 29 (\$76,078 - \$106,132)*

PETITION #37-08

That the Southern Nevada District Board of Health *approve revised classification specification for Financial Services Manager*

PETITIONERS:

Angus MacEachern, *Human Resources Administrator*
Scott Weiss, *Director of Administration*
Lawrence Sands, DO, MPH, *Chief Health Officer*

Handwritten signatures in black ink, corresponding to the names listed in the Petitioners section.

DISCUSSION:

Upon review of the primary duties and responsibilities of this classification the need to focus greater emphasis on the managerial aspects of the position became apparent. The removal of the Certified Public Accountant credential allows the District to evaluate a greater pool of candidates to fill this position. The CPA credential will remain as a strongly preferred in order to maintain the financial accounting aspects of the position.

FUNDING:

The funds for this position were approved and allocated for the FY 2009 budget.

FINANCIAL SERVICES MANAGER

DEFINITION

To supervise, assign, review, and participate in the work of staff responsible for providing financial services within the District; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Director of Administration.
- Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plan, prioritize, assign, supervise, and review the work of staff responsible for providing accounting and financial services within the District.
- Prepare various reports on operations and activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing timely and accurate services; implement policies and procedures.
- Select, train, motivate, and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary and termination procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Administration; implement improvements.
- Participate in the preparation and administration of the District, Division and/or Section budgets; submit budget recommendations; monitor expenditures.
- Plan, direct, coordinate, and review the work plan for the Financial Services Section; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Manage and participate in the development and administration of the District's annual budget; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct and implement adjustments as necessary.
- Review financial calculations and projections of accounting staff; assist with the development of project proposals, grant applications, and contracts.
- Assist in the development of computer spreadsheet and other programs for computer utilization.
- Prepare/update financial services policy, procedures, and methods of operations.
- Identify grant Budget revisions and file revisions with appropriate agencies as necessary.
- Supervise audits and work with auditors on an interface level to accomplish results.
- Plan, direct, coordinate and review the financial reporting, accounts receivable, accounts payable, and the payroll reporting functions; directs the related reporting requirements and monitors compliance with federal, state and local regulations; assists Human Resources with payroll related issues as needed.
- Perform related duties and responsibilities as required.

SOUTHERN NEVADA HEALTH DISTRICT
Financial Services Manager (Continued)

QUALIFICATIONS

Knowledge of:

- Advanced practices and principles of accounting, financial analysis, and governmental accounting.
- Advanced computer commands and functions.
- Budget and cost analysis.
- Operational characteristics, services and activities of Financial Services.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles and practices of governmental budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Negotiate contracts and administer grants.
- Manage, direct, and coordinate the work of professional and technical personnel.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the accounting staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient financial services.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, including District and other government officials, community groups, and the general public.

Training and Experience Guidelines

Training:

Equivalent to a Bachelors degree from an accredited college or university with major coursework in accounting, finance, or a closely related field. Preference will be given to candidates with an advanced degree.

Experience:

Five years of increasingly responsible experience in accounting and financial management, including three years of supervisory responsibility and a minimum of one year of governmental accounting.

License/Certifications:

Possession of, or ability to obtain a valid NV State driver's license.
Certified Public Accountant (CPA) strongly preferred.

Conditions

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/ or any emergency to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/ or emergency.

SOUTHERN NEVADA HEALTH DISTRICT

Financial Services Manager (Continued)

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA - Exempt.

Bargaining Unit Excluded – Administrative/Confidential Employee.

Schedule 29

Approved by the Board of Health on 8/27/92

Revisions Approved by the Board on 11/14/02

Revisions Approved by the Board of Health on 5/27/04

Revisions approved by the Board of Health on 3/27/08

Revisions approved by the Board of Health on 11/20/08