

Job Title: Fiscal Supervisor
Department: Health & Human Services
Classification: 13
Reports to: HHS Director
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 12/2024

Nature of Work:

This position is responsible for developing and performing the accounting and collections functions to maintain all financial records, accounts, and fiscal transactions for the County Health and Human Services Agency; preparing program budgets and financial statements in an accurate and timely fashion as well as tracking state, federal and health plan revenues; and establishing and administering audit procedures.

Communicates with:

Internally – All HHS staff.

Externally – State/county/city entities and public.

Supervision:

HHS accounting and collections staff

Essential Work Functions:

- Manages and directs staff, including prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Develops, implements, and monitors policies and procedures for federal, state, and local laws regarding collections, estate recovery, and public assistance debts to maximize revenues.
- Manages the Agency Budgeting Process.
- Manages State, Federal, and Local Grants received and completes reporting requirements.
- Prepare an annual budget and provide periodic updates.
- Tracks performance of expenditures and revenues to projections.
- Completes Agency Fiscal Reporting requirements for multiple state agencies. Compiles data necessary to forecast and analyze financial trends and provide information for the State Auditor.
- Manages a system of Accounts Receivable and Accounts Payable in line with General Accounting Principles.
- Performs and supervises the performance of accounting entries, transactions, and reconciliations.
- Manage the fleet of vehicles, including regular maintenance and scheduling repairs.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Three (3) years of experience required.

- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Ability to effectively supervise staff.
- Valid MN driver's license.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing				x
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Travel	x			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____