



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Associate Administrator – Fiscal Director			
Department:	Administration	Reports to:	Health Administrator/Deputy Administrator
Direct Reports:	IT, Facilities Manager, Fiscal Assistant, Staff Accountant, Contracts & Procurement Manager, Deputy Registrar		
Assignment Category:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Classification:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt		
Compensation:	\$7056.69 - \$9,456.64, Line B of wage scale		
Option to become a member of the local collective bargaining unit?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary Description:** The Associate Administrator – Fiscal Director is directly responsible for overseeing the operation of the fiscal department, facilities, and IT. The Fiscal Director plays a key role on the Chelan-Douglas Health District management team. This team works together to lead the Chelan-Douglas Health District and connect the different lines of effort to prevent disease, promote health, and protect the health and safety of people in our community. The Fiscal Director reports to the Chelan-Douglas Health District Administrator and Deputy Administrator and works to implement their leader's intent. As a senior leader in the health district, the Fiscal Director will regularly brief the elected Board of Health and work with them to develop or evolve Fiscal and Operations policy across the health district. The Fiscal Director works closely with CDHD departments to support their operations, fiscal, logistics, facilities and IT needs.

The Fiscal Director manages the Health District's fiscal programs and supports operations, which may include assessment of community needs, the development of long-term strategies and goals for the Health District, and the planning and implementation of environmental public health programs. The position monitors staff and program performance and provides effective supervision to the members of the team they lead. The Fiscal Director develops and monitors program budgets. Assures effective implementation of grant and contract deliverables and of the reporting required by funding sources. They also support facilities and IT in managing their workflows, contractors, and projects. May include grant writing and other fund raising activities.

The Fiscal Director will work effectively with external agencies and partners including the State Department of Health, Chelan and Douglas Counties, and others. They will operate with appreciable latitude for independent action and decisions commensurate with demonstrated ability and with Administrator's consultation and direction.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.



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## **Job Duties and Responsibilities (Essential Functions):**

The ideal candidate demonstrates the following:

### **Leadership and Systems Thinking Approach**

- Develops and implements Fiscal goals and objectives
- Acts as a member of the management team with the Health Officer, Administrator and other Directors
- High standard of integrity, ethics, and work performance for self and others
- Ability to establish and coach a team towards a vision
- Innovation, improvement, and professional growth in self and others

### **Policy Development and Analytical Skills**

- Prepare annual financial reports and supporting documentation to be included in the annual audit
- Work with staff members to implement and improve financial internal control practices
- Prepare annual budget and supporting schedules, update working budget throughout the year

### **Development of Skilled and Sustainable Staff**

- Proven ability to inspire staff as well as constructively accept and incorporate feedback from the team they lead
- Goal-oriented direction and effective collaborative problem solving
- Inter-personal and conflict management skills
- Ability to delegate staffing and time effectively

### **Organizational Ability**

- Oversees budget and manages the health districts revenue and expenditures in a way that maintains financial transparency across the health district
- Meet with Program Managers to review quarterly financial reports and guidance in their budget management practices and forecasting
- Generate and submit billings to various agencies, including DSHS, Medicare, medical insurance companies, Dept. of Health, Dept. of Ecology, local clients, and others as required

### **Communication**

- Inform staff and the public regarding general billing procedures.
- Ability to communicate effectively verbally and in writing to a diverse staff and clientele
- Ability to comprehend highly technical material and explain to a non-technical audience
- Diplomatic ability to influence and direct policy decisions in a professional manner
- Provide additional reports to outside agencies as required
- Work with local and state agencies to improve billing practices.

### **Broad-Based Experience**

- Monitoring past due accounts, write collection letters and turn delinquent accounts over to collection agency as needed
- Allocating revenue/expenses to appropriate programs and prepare monthly financial statements for internal use



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- In depth knowledge of medical insurance billing practices and procedures including requirements of third party insurances, Medicare, and Medicaid preferred
- Knowledge of federal/state grant and contract accounting and reporting requirements
- Knowledge of district policies and procedures
- Knowledge of diagnosis and procedure coding
- Knowledge of Facilities and IT management concepts
- Management of contractors and follow through on projects

## **Community Service and Collaboration**

- Demonstrated ability to form and mobilize partnerships, stakeholder involvement, and collaboration in a multicultural community
- Serve stakeholders with a helpful, educational, and respectful demeanor at all times
- Collaborate effectively with the Washington State Department of Health, other state agencies, and other Local Health Jurisdictions and government agencies
- serves effectively as a member of statewide organizations and workgroups

## **Level Requirements (Minimum):**

### Education

- Four-year accounting degree or equivalent, and at least five years of experience in a management position
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire
- Ability to pass a background check

### Experience

- Knowledge of accounting principles and practices
- Skills in organizing, prioritizing, and handling multiple tasks simultaneously and meeting deadlines
- Knowledge in general office practices, including strong mathematical skills and ability to reconcile data
- Knowledge of computers and various software programs such as Microsoft Word and Excel Ability to work with details and analyze data for correctness with a high degree of accuracy

### Desired

- MBA, MPA, or equivalent
- Certified Public Accountant
- More than five years of accounting and management experience
- Familiar with BARS for local governments
- Experience in dealing with agency budgets
- Experience with EDEN or similar public-sector accounting software is desirable
- A working knowledge of health district grants and grant administration.
- A working knowledge of the principles and practices of financial and managerial accounting
- A working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc.



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*\*\*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

## **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise, identify, observe and assess distance, color and depth, required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment, able to remain stationary at a computer for extended periods and move around their assigned workspace.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds.
- PPE for this position includes facemask.

*This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires. As the nature of business demands change, so may the essential functions of this position.*