



BUSINESS & OFFICE MANAGER - PHSS

JOB DESCRIPTION

Job Title: **Business & Office Manager - PHSS**

Job Class: **1343**

Pay Grade: **125**

Effective Date: **July 2024**

FLSA: **Exempt**

Revision Date: **July 2024**

NATURE OF WORK

Under limited supervision, this position assists the Director and Deputy Director of the Public Health and Social Services Department in performing professional and confidential office management functions; supervises the administrative operations and assigned personnel; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the administrative operations, including assigned personnel administration, budget, accounting, plan and policy updates, billing, cash receipts, contracts, project management, and customer relations; evaluates issues, and recommends solutions.
- Coordinates activities with other organizations and outside agencies; manages assigned Department support staff; supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures; provides hiring recommendations.
- Provides administrative assistance to assigned personnel; maintains departmental calendars; schedules and coordinates meetings; prepares correspondence, meeting, minutes, and legal documents.
- Processes, reviews and approves personnel documents and files; maintains records, research and updates files and databases; assures all administrative actions comply with internal Public Health and Social Services and Lewis County policy.
- Functions as a member of the Department management team; represents the Department at meetings with County staff, community groups, and outside agencies; assists in the development, implementation, and administration of the Department's administrative and fiscal policies and procedures.
- Prepares and administers assigned operating budgets; tracks expenditures; processes invoices, billing, and expense reimbursements; prepares departmental payroll; reconciles revenues and prepares financial and revenue trend reports; maintains the office Imprest fund.
- Prepares and administers service contracts; monitors compliance with regulations governing expenditures for State and County contracts.
- Performs a variety of systems administration duties; adds and deletes system users; changes user authorities; completes statistical queries; provides assistance in troubleshooting system issues.
- Oversees the ordering and maintenance of office supply inventories; authorizes minor purchases; coordinates the maintenance and repair of office equipment and facilities.
- Oversees website content for accuracy, completeness, and services to Lewis County customers.
- Preparing, reviewing, and monitoring accounting documents for accuracy and completeness.

WORKING ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting objects up to thirty (30) pounds.

EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration; Accounting, or a closely related field; AND four (4) years' experience supervising administrative operations.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies, and procedures.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.
- Accounting principles and processes for preparing budgets and overseeing Accounts Receivable and Accounts Payable.
- Generally Accepted Accounting Principles (GAAP).
- State Budgeting Accounting & Reporting System (BARS).
- Requirements from State Auditor's Office.
- Supervisory principles, practices, and methods.

Skills in:

- Managing and coordinating the day-to-day administrative operations for assigned area of work.
- Preparing budgets and processing departmental invoices, billing, and payroll.
- Coordinating and performing a variety of systems and/or contract administration functions.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, community organizations, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.