



EAST SHORE DISTRICT HEALTH DEPARTMENT

Bringing good health to the towns of Branford, East Haven and North Branford

JOB DESCRIPTION

Location: East Shore District Health Department, 688 East Main Street, Branford, Connecticut

Reports to: CEO/Director of Public Health

Position Status: Business Manager / Full-Time, Non-Union Salary Position

GENERAL STATEMENT OF DUTIES

The Business Manager assists the CEO/Director of Public Health and the Deputy Director of Public Health in departmental administration, operations, financial, and general management for a local governmental public health district. In addition, the Business Manager will lead the administrative staff and work with the Division Managers in all health district programming and operations. A varied schedule may be required, including nights and weekends, and travel as necessary.

ACCOUNTABILITY AND SUPERVISION

Directly responsible to the CEO/Director of Public Health. Provides supervision to assigned administrative staff with financial oversight and leads health district human resources.

DUTIES AND RESPONSIBILITIES

- Directly responsible for internal financial controls and all accounting functions, including accounts receivable, accounts payable, bank reconciliation, and preparation of financial statements, including fiscal year-end audits.
- Provides timely reports to the CEO/Director of Public Health, Deputy Director of Public Health, Management Team, and Board of Directors to assist with financial and programmatic decision-making; works with supervisory staff to prepare department budgets and prepares all financial reports as required.
- Makes recommendations and collaboratively implements internal improvements that streamline administrative functions and increase cost-effectiveness across the District.
- Identifies and employs technological improvements where appropriate.
- Directly responsible for all accounting functions related to grant contracts, including but not limited to assistance with the development of the financial portion of grant applications, budget revisions, preparation of required financial reports, and ensuring timely submittal of program reports.
- Directly responsible for payroll functions.
- Directly responsible for oversight associated with purchasing; makes recommendations on the purchasing of services and equipment based on cost analysis, function, and quality.
- Reviews all contracts & coordinates equipment and building maintenance. Directly responsible for the administration of retirement plans, workers' compensation plans, unemployment compensation, insurance policies, life and disability insurance, health and dental benefits, and other related benefits.

- Directly responsible for maintenance of personnel records and for processing new hires.
- Assists in the generation of data collection and statistical analysis associated with departmental and other agency reporting requirements (e.g., activity statistics, annual report, performance management system).
- Interfaces with the Board of Directors, municipal officials, and others relevant to fiscal and budgetary issues.
- Attends meetings and functions relating to departmental activities.
- Assures administrative support of the organizational strategic plan, quality improvement plan, performance management system, and safety committee.
- Interfaces with auditing firm and governmental agencies to produce annual audit and other required financial reports and audits.
- Supervises administrative staff as assigned.
- Provides administrative support to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Performs related work as required.

ACCOUNTING DUTIES TO INCLUDE:

- Recording daily transactions.
- Monthly bank reconciliations.
- Maintain general ledger accounts.
- Administer payroll and benefits.
- Create & maintain budgets/reporting.
- Provide financial information for multiple grants reporting.

Knowledge of Sage 50 accounting software, payroll & benefits, and grant reporting preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge and understanding of basic accounting principles.
- Ability to use accounting and other appropriate software for the management of the health district's financial resources including providing timely reports for fiscal and programmatic decision making.
- Ability to coordinate the use of technology systems and other improvements to streamline the work environment.
- Ability to plan, coordinate, and supervise the work of others.

- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records and reports.
- Ability to deal with individuals in highly sensitive and confidential matters.
- Ability to be a team player and a team leader.
- Strong organizational and time management skills, ability to competently manage multiple tasks, and ability to work effectively with minimum direct supervision.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Knowledge of Microsoft Word, Excel and general ledger software, Sage 50 accounting preferred.

QUALIFICATIONS

The desired candidate **must** have strong and extensive financial/accounting and bookkeeping experience – CPA experience is preferred. Experience in human resources management, facilities management, and grants management is preferred. A bachelor's degree in accounting or finance is preferred, with at least five (5) years of experience in accounting or a related field.

SPECIAL REQUIREMENTS

Possession of a current CT Motor Vehicle Operator's License. This position is required to perform occasional lifting of equipment and materials up to 25 pounds. The work requires the use of a computer and other business machines.

Testing for substance abuse, and a criminal background check shall be required as part of the employee procedures. Due to the responsibilities associated with this position, a credit check and/or eligibility for the agency to post a personal bond may also be required as part of the employee procedures.

Maintenance of required certifications as appropriate shall be a requirement for the employee to remain in this classification.

HOW TO APPLY:

Please send a letter of interest and a copy of your resume to the East Shore District Health Department at 688 East Main Street, Branford, Connecticut 06405, or email to info@esdhd.org

The pay range for this position depends on qualifications. Applications will be taken until the position is filled.

Equal opportunity employer - Women, minorities, veterans, and people with disabilities are encouraged to apply.

New Position April 7, 2024