

## Champaign County Job Description

**Job Title:** Financial Manager

**Department:** Mental Health board

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Prepared Date:** June, 2017

**SUMMARY** Under the supervision and in consultation with the Executive Director, this position is responsible for all budget and finance operations associated with the administrative management of the Mental Health Board and the Developmental Disabilities Board.

**CONTEXT** The MHB/DD Boards have statutory responsibilities to plan, fund, monitor and evaluate the local system of care for mental health, substance abuse and developmental disabilities services and program in Champaign County. A key component of this position is to assure there is fully integrated planning between the two boards and that overlapping populations are addressed in all processes.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Develops and implements accounting controls, policies, and procedures to ensure that the assets, liabilities, and earnings of the CCMHB and CCDDDB are properly stated and accounted for and conform to pertinent accounting standards.

Prepares financial status reports and special reports as assigned, including development of financial objectives and long-range plans to assure financial accountability and excellent stewardship of public funds. Monitors and maintains contact with the Treasurer's Office concerning the management and investment of Mental Health Board and Developmental Disabilities Board funds.

Performs desk reviews of funded programs' quarterly financial reports and approves report content. Evaluates each agency's annual independent audited results. Notifies the Executive Director and Associate Directors of variances and consults on response options.

Responsible for financial duties as a result of special projects, federal grants, or additional funds as outlined in the Mental Health Board's goals and objectives.

Job required training as needed to perform assigned duties; federal grant training.

In collaboration with key staff: prepares and tracks vendor payments in a timely manner; ensures that payments are within budgetary parameters; manages budget amendments, budget transfers and any other actions necessary to ensure fiscal responsibility; submits and tracks deposits received by CCMHB and other funds under the management of the CCMHB office; maintains charts of accounts; completes contractor site visits and confidential client record reviews to assure program and fiscal accountability; analyzes service-level and cost data; and develops financial projections and allocation parameters.

In collaboration with the management team: develops annual budgets as required by Champaign County; organizes, prepares, and presents reports, as needed, for meetings of the Boards; develops annual reports and three year plans as required by statute, with special emphasis on financial management considerations; participates in grant applications and other special projects as required by the Boards; responds to inquiries pertaining to financial management and budget; evaluates provider contract compliance pertaining to financial management, budget, and audit requirements; develops application forms and instructions for the annual allocation cycle, with primary responsibility for budget and personnel documents; provides technical assistance to applicant organizations and funded agencies; analyzes applications for funding for mental health, substance use disorder, and intellectual and/or developmental disabilities services and programs with primary focus on budget and financial information; develops funding recommendations for the consideration of the Boards; participates in contract negotiations and develops contracts and contract amendments, to implement the recommendations of the Boards with appropriate fiscal accountability and per funding guidelines; analyzes agency financial and service performance by defining and executing queries within the on-line application for both Boards; participates in quality improvement processes as applicable.

This position may on occasion deal with client files and other client specific information of a confidential nature, and shall comply with State and Federal confidentiality statutes. All client information shall be protected from unauthorized disclosure as defined by law and administrative rule.

Other duties as assigned by the Executive Director and appropriate to the position.

**SUPERVISORY RESPONSIBILITIES** Participates in training, planning, assigning and directing work in the area of financial management and budget. May also direct the work of student interns and consultants for Board sponsored projects.

**DIMENSIONS**

Contract administration: 65-70 Agency Contracts (approximate)

Operating budget: \$8,400,000 (approximate) for mental health, developmental disabilities and substance abuse services.

Additional Funds-Grants: as needed

Employees: Matrix Management - Management Team Member

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's degree in the fields of accounting or business administration and minimum of three years of accounting experience with governmental organization(s) or mental health, substance use disorder or developmental disabilities provider(s). Knowledge of contract payment systems, generally accepted accounting principles for state and local governments, and cultural and linguistic competence are required.

**LANGUAGE SKILLS** Ability to read, analyze and interpret contract proposals, professional journals, technical procedures or government regulations including administrative rules and policy documents. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to questions from Board members, County staff, Agency personnel and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as statistical measures, proportions and percentages. Ability to apply concepts of basic algebra and financial and econometric analysis. Ability to read and understand contractor budgets and financial information.

**REASONING ABILITY** Ability to define problems, collect and analyze data, establish facts, and draft valid conclusions. Ability to interpret an extensive variety of technical instructions in written and diagrammatic form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to move; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is also required to stand occasionally. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off-site duties through the use of a personal vehicle.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.