

Fiscal Supervisor

Dept/Div: *Auditor-Treasurer* FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work assisting the Health and Human Services Director in meeting the department's financial and budget objectives, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer. Supervision is exercised over assigned staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Supervises HHS accounting Staff.
- Prepares and submits monthly, quarterly, and annual financial and statistical reports to the Minnesota Department of
- Human Services (MN DHS) and to the Minnesota Department of Health (MDH), verifies revenues received, LCTS and SSTS Fiscal Agent.
- Prepares, audits, edits and submits monthly Social Services Information Systems (SSIS) medical assistance case management and Rule 5 Claims.
- Assists County Auditor/Treasurer, Administrator, and Health & Human Services Director, and supervisors in preparation of Human Services budget for income maintenance, social services, and public health.
- Monitor Health and Human Services Fund 12, Children's Collaborative Fund 29, Holding Account Fund 89 and Social Welfare Fund; maintains ledgers and chart of accounts, cash trial balance, accounting records, 1099 and W-9 information; prepares and processes monthly quarterly and annual journal entries to correct receipt/disbursement entries, refunds, and recoveries in the Integrated Financial System (IFSpi) and SSIS and NNotes; recognizes accounting problems and effects solutions, investigate and recommends changes in procedures to reduce errors, provide efficient workflow, and maximize revenues.
- Prepares analyzes and reconciles financial reports for Director, supervisors, management and other employees as requested; reviews and analyzes receipts and disbursements, acts as resource person for agency personnel concerning bulletins issued by DHS and MDH, identifies issues and problems and recommends solutions to questions from technical bulletins, state program accountants, other county fiscal staff, help desks, and other various state resources, and consultation and advice to management to meet their financial objectives.
- Acts as lead worker to Account Technicians, provides backup in their absence, assistance and work direction as necessary, approves SSIS service arrangements in absence of supervisors, keeps up-to-date with and develops new procedures when changes occur affecting fiscal matters, and instructs and trains on changes and updates in computer

systems and state and federal regulations; SSIS fiscal mentor and coordinator duties; ensures deadlines are met, attends state-wide software and policy and procedure trainings an Association of Minnesota Social Service Accountants network training to inform staff on the on-going changes to the MN DHS and MDH programs.

- Prepares and codes administrative vouchers, creates various contract service arrangements, coordinates unusual circumstances in payments and receipts.
- Acts as security officer/administrator and technical advisor for county and state computer programs and provides technical assistance to their use and troubleshooting, works with County IT staff, and state system and TRIMIN programmers when necessary.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of the principles and practices of accounting and budgeting as applied to County government; thorough knowledge of the principles, laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of office practices and office and accounting equipment; general knowledge of audit practices; ability to prepare complex financial reports; ability to analyze and evaluate complex financial systems; ability to communicate technical ideas effectively, both orally and in writing;

ability to establish and maintain effective working relationships with department heads and officials.

Education and Experience

Associates/Technical degree in Accounting, or related field and extensive experience working in accounting in a social service agency, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

SSIS New Fiscal Worker Training
MAXIS

HIPAA Training annually
Federal Social Security Protection annually
Data Practices Training annually
Valid driver's license.