

ADMINISTRATIVE MANAGER BADGER PRAIRIE HEALTH CARE CENTER

DEFINITION

Under general supervision, is responsible for the development, operation, and supervision of central support services to agency management including fiscal control, technical services, management information, communication, and systems analysis; and to perform related duties as required.

EXAMPLES OF DUTIES

Assess the department's needs relative to assigned areas of responsibility, develops and implements plans to meet those needs in an efficient and effective manner; under the Administrator, serves as the chief financial officer of the department, supervises and approves collections, disbursements, claims for reimbursement, and maintains financial accountability of programs and operations; in coordination with other management staff, is responsible for the preparation of the department's annual budgets; performs, supervises, and coordinates systems, financial, audit, economic, program and other analyses and studies; plans, organizes, coordinates, and directs all business operations within the division's responsibility; plans, develops, and maintains efficient work flow and administrative procedures for the department; supervises the development and negotiation of department contracts and leases; supervises contract compliance and evaluation; is responsible for department purchasing and equipment control; provides direct supervision and coordination of division staff; coordinates department's payroll and personnel documents; serves as liaison with County Controller and state officials on fiscal control and reporting activities; represents the department before the Community Programs Board, other County bodies and offices, state offices, and its elected bodies, the media, and general public.

EMPLOYMENT STANDARDS

Education and Experience: Requires a combination of training and experience equivalent to a bachelor's degree in accounting or related field and three years of professional level experience performing varied and responsible accounting or business management work including one year of experience in the supervision of a fiscal support staff using electronic data processing systems. Prefer required experience gained with a health care facility.

Knowledges and Abilities: Must have a comprehensive knowledge of accounting, budgeting, and financial management principles, methods, and systems; must have thorough knowledge of and ability to perform analyses as pertains to budget variances, program performance, cost/benefits, estimation techniques, and auditing; must have good knowledge of systems analysis practices and procedures; must have knowledge of techniques of statistical analysis; good knowledge of purchasing and contracting principles and practices; must have good knowledge and understanding of electronic and manual systems development and information/data processing techniques, methods and capabilities; must be skilled in applying knowledge to the identification and solution of problems; must have ability to communicate complex ideas and issues effectively orally and in writing; must have ability to plan, organize, and supervise the work of others; must be able to work effectively with other staff, elected officials, other professionals, and the public; must have ability to learn and apply complex state and county guidelines relating to accounting, personnel, purchasing, and management information reporting systems, and reimbursement methodologies.