



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Business Manager	Step:
Department: Health Department	Grade:
Effective Date: Nov 1, 2020	
Revision Date: Oct 1, 2025	FLSA Status: Non-Exempt

General Purpose

Performs detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to the record keeping and accounting functions of the department. Performs administrative support and advanced clerical work in managing the day-to-day finances of the Health Department. Oversees billing of health insurance and Medicaid for services in and invoicing for services rendered. Supervises the quality of accounting and financial reporting of the department. Oversees the preparation of financial reports, such as balance sheets and income statements. The incumbent authorizes final payment on most purchase orders, has significant involvement in financial transactions, and coordinates time and expense tracking. Performs supervisory support and advanced clerical work in managing the clerical personnel of the vital records function of the Health Department.

Supervision Received

Works under general direction from the San Juan County Health Department Executive Director.

Essential Functions

- Functions as liaison with the Auditor's Office and has significant interaction regarding the department's budget and overall financial transactions. Prepares and maintains department accounting records regarding purchase orders, budget adjustments, and accounts receivable and payable. Identifies financial problems and proposes solutions.
 - Prepares a variety of detailed and complex spreadsheets and reports including the monthly expenditure report for grant financial tracking. Enters accounts receivable information, prepares billing statements, receives monthly and quarterly funds, and deposits into proper accounts.
 - Coordinates new expenditure account numbers with the Auditor's Office. Oversees purchase orders for the Health Department. Reviews, corrects, and approves, including final payment authorization, according to budgetary constraints, and department and County policies.

- Follows proper financial documentation requirements. Processes and tracks to completion, requests to transfer funds. Coordinates travel for the department including reconciliation.
- Tracks grant funding status and positions added, deleted, or modified.
- Reviews department clerical, administrative, and billing work processes and improves methods used.
- Attends business manager's meetings.
- Creates agendas and written minutes of open meetings in accordance with the Utah Open and Public Meetings Act.
- Accounts for fees collected; maintains cash drawer; prepares daily deposit for delivery to County Treasurer; runs cash register report and may assist or perform OLIVER reporting as needed.
- May assist in submitting appropriate daily reports as required by the department or the Utah Department of Health.
- Prepares initial budget estimates for various needs of the division; ensures office payroll is entered correctly and by deadline; balances financial records and cash drawers; orders and maintains office supplies and inputs purchase orders as necessary; provides billing information to customers and ensures the proper billing of mortuaries and follows up to ensure payment.
- Supervise front desk/Vital Records/administrative assistant duties and personnel
 - Ensure sufficient support and training related to customer service and communications for front desk personnel.
 - May act as a Vital Records specialist to assist with or oversee specialized Vital Record duties or functions as assigned.
 - Develop, update, and maintain front desk/Vital Records policies and procedures.
 - Provides training and technical assistance in the use of the Utah Department of Health OLIVER computer system for vital records; authorizes the addition and deletion of authorized users; monitors changes in statutes and operating guidelines to ensure compliance and accuracy of records.
 - Ensures proper policies and procedures are followed to ensure confidentiality and prevent fraudulent use of records.
 - Ensures timely, complete, humane, and accurate registration of births and deaths in San Juan County; prepares and issues birth and death certificates; utilizes Electronic Death Entry Network (EDEN) according to established policy, procedure and practice; Ensure that corrections to various vital records as needed (e.g., paternity, name changes, spelling errors) are done according to proper procedure.
 - Ensures that information shared with funeral homes and medical records personnel is timely and accurate.
 - Accounts for numbered, certified copy forms issued.
- Other duties as assigned

Knowledge, Skills, And Abilities

Considerable Knowledge of: Structure, functions, and policies and procedures of the Health Department. Office management practices and procedures of the Health Department, San Juan County Rules and Regulations; vital records forms and processes including state laws, statutes and regulations. Written minutes of open meetings, Public records, records management. Working Knowledge of: Budget development and administration. General and fund accounting. Personnel Rules and Regulations. County policies and procedures. Spreadsheets (Excel, google sheets) and databases.

Basic Knowledge of: General functions of county government.

Working Level Skill in: Reading, writing, and basic accounting. Proper grammar, spelling, and punctuation. Operating standard office equipment, including an adding machine by touch. Software applications such as Microsoft Office and Access database applications. Creating documents and spreadsheets. Creating and maintaining record keeping and filing systems.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities. Communicate effectively verbally and in writing. Maintain confidentiality.

Physical Demands

Typically: Sits at a desk or table. Regularly: Walks, stands, or stoops. Works for sustained periods of time maintaining concentrated attention to detail. Occasionally: Lifts or otherwise moves objects weighing up to 25 pounds. Drives a motor vehicle. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

The incumbent shall be free from tobacco use

Working Conditions

Work is performed in an office or other environmentally controlled room. Work exposes the incumbent to stress associated with regular deadlines as well as last minute, urgent projects.

Occasional travel

Education and Experience

Associate's degree in accounting, bookkeeping, business administration or a related field and two (2) years of accounts payable/receivable work experience that included reconciling complex financial statements. Equivalent combinations of education and experience may also be considered. Education and training in marketing or related field.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Graduation from high school or GED certificate.

Incumbent must possess a current driver's license.

Selected applicants may be required to pass a typing test at or above the rate of 40 WPM net.

The incumbent may be required to obtain: State of Utah Certificate of Authority of Notary Public.

Selected applicants may be subject to a background check.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**I _____ have reviewed the
above Job Description.**

Date: _____