

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE  
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB  
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
<b>BUSINESS OFFICE MANAGER I</b>	\$12.12/HR	07-22-2011

WEBER-MORGAN HEALTH DEPARTMENT - Full-Time with Benefits

JOB SUMMARY Under general supervision of the Administrative Superior, performs supervisory and administrative work managing the business of the Department.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Supervises secretarial and clerical personnel as assigned; selects, trains, counsels, and evaluates employees under supervision; assigns work schedules; handles all personnel action documentation; maintains and monitors personnel files and time logs; receives bi-weekly timesheets from divisions; prepares, signs, and submits payroll reports; distributes checks; assists in other personnel functions as assigned. Provides clinic intake, billing and accounting support for Family Planning clinics; performs client income evaluation; informs clients of their financial responsibility and collects fees; performs billing, collection, and follow-up duties for Medicaid and third party insurance payments; maintains patient ledgers and journals; assists in establishing fees and implementing collection procedures for all health programs. Performs general accounting functions for the Department; prepares a variety of accounting and financial reports; monitors compliance with contracts and recommends necessary changes; submits reports to State and local agencies; implements and maintains accounting functions for budget, revenue, and expenditure records; assists in preparation of budgets. Coordinates all material and supply purchases; monitors and maintains fixed asset and supply inventories for all divisions; receives merchandise and arranges payment of invoices; maintains and monitors contract arrangements with vendors. Ensures the security and cleanliness of the physical plant Coordinates interdivisional administrative and functional activities; establishes and maintains liaison with other County agencies; serves as secretary to departmental Boards by performing duties as assigned. Performs executive secretary duties; screens, sorts, and routes department correspondence and maintains records and appointment calendars; represents Director when necessary. Performs other duties as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree in business administration, office management, or a related field. AND One year of experience in a business management setting. OR Any equivalent combination of education and experience.

Working knowledge of the principles and procedures of accounting; working knowledge of modern office methods; working knowledge of health department organization, policies, and functions; working knowledge of Medicaid and other types of billing procedures; working knowledge of business administration practice; knowledge of effective supervisory techniques. Skill in typing. Ability to apply modern accounting and business principles and procedures to Department needs; ability to prepare moderately complex financial and accounting statements and reports; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to supervise others and communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED Phone switchboard; computer terminal; personal computer including WordPerfect and Word; Quattro Pro and Excel spreadsheet programs; copy machine; fax machine; calculator.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**POSITION CLOSES: AUGUST 5, 2011**

**COUNTY APPLICATION FORM MUST BE SUBMITTED TO:**

**Weber County Personnel, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah  
84401**

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
DRUG & BACKGROUND TESTING REQUIRED