

Department:	Human Services	Job Series:	Supervisor/Administrator
Division:	Business Office	Job Class:	Supervisor
FSLA:	Non-Exempt	Job Grade:	
EEO:	Professional	Date:	

CLASS DEFINITION:

Supervisor title covers job classes responsible for supervising a defined work group/division/department, including planning, executing, controlling, and evaluating human and financial resources.

SUMMARY:

AP Administrator and Front Desk Supervisor. Reception staff supervisor and Accounts Payable administrator under general supervision of the Department of Human Services Director and Business Office Manager, with oversight provided by the Chief Financial Officer. Provides leadership, direction, and overall administrative oversight of the front desk/reception staff including building security and operations and is responsible for all actions related to Accounts Payable. Promotes the vision, mission, practices, and promises for the department and ensures compliance with state and federal statutes. Duties may vary according to job assignment.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Provides supervision and oversight of reception/front desk personnel and operations including approving and/or denying annual and sick leave
- Provides coverage when necessary for reception staff
- Supervises enforcement of the Annex Security policy
- Evaluates building efficiency and customer experience
- Implements and trains new procedures as required by DHS and the State
- Reviews workload of staff supervised and distributes work accordingly in coordination with the Community Support Services Managers
- Maintains inventory lists
- Receives, purchases and fills requisition requests and delivers supplies to appropriate personnel
- Prepares end of year reports for disbursements of 1099's
- Receipts all money received over the counter or by mail
- Codes receipts for credit to proper program for Business Office refund information
- Balance and prepare deposit information to be submitted to County Treasurer's office for credit to DHS account
- Enter all receipts in the Cash Receipt Journal and enter miscellaneous receipts in CFMS
- Enter invoices for payment in the CYMA accounting system
- Issue and mail all payments to vendors

- Enter all payables in CFMS for accountant for distribution to various programs through the state settlement process
- Prepares and sends invoices for contracted services, phone bills, etc.
- Monitors payments received through CYMA system and works closely with accountant and Business Office Manager to ensure timely payment of accounts billed
- Prepare Treasurer certifications and payroll certifications for approval by DHS Director and Board of Commissioners
- Prepare cancelled warrants report for DHS Director, Accountant and Board of Commissioners
- Responsible for preparing and billing all Non-Emergent Medicaid Transportation (NEMT) authorization requests and travel vouchers to the State and issuing payment to clients for PARS and travel reimbursement
- Resolve and answer questions for customers regarding the NEMT payroll
- Reconciles all billed transactions with remittance advice received.
- Retain documents in accordance with agency policies and state guidelines
- Monitor Trails payroll
- Send Provider Roster and Remittance Advices and suspends payments if providers are not in compliance with requirements
- Journals State Administrative Adjustments (SAA's) as necessary for Trails
- Coordinates with Adult and Family Services Manager to verify expenditures
- Prepares monthly Collaborative Management Program, Promoting Safe and Stable Families, and Early Childhood Council expenditure and balance report
- Enter CCCAP payroll claims and recoveries in CHATS and release payroll
- Supervises issuance of new EBT Quest cards, replacement cards and pin changes
- Maintain monthly inventory log of cards issued and prepares and sends monthly EBT reports to CDHS
- Resolve and answer questions for clients and staff regarding EBT issuance
- Assist the Director with department audit activities
- Assists program managers in identifying/managing incentives and/or grant opportunities to enhance client services
- Receives, records and deposits all payments for client representative payee accounts and client repayment claims in coordination with the Child and Family Services Manager
- Participate in the state management evaluation process as requested by division managers
- Assist division managers with financial data collection and presentation for strategic planning.
- Attend necessary training
- Attend necessary meetings (FOG, Accounting Conference)
- When requested by the Director, participates in allocation committee meetings and workgroups
- This position is responsible for performing continuous file management and maintenance. A high degree of organization and familiarity with standard filing and record keeping practices used in general accounting and DHS rules must be utilized
- Assists in coordinating and supervising all duties related to the vehicle fleet owned by Prowers County DHS and Welcome Home
- Posts all recoveries in CBMS
- Reconciles monthly bank statement

- Maintains receipts and journal reports for CFO
- Advises Director and Business Office Manager of internal problems

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma is required
- Associates degree in accounting/finance, or business management preferred and/or 3-5 years of related work experience
- Must complete necessary bookkeeper training within one year of employment
- Bi-lingual skills considered

KNOWLEDGE AND SKILLS:

Knowledge of:

- General accounting principles
- Rule Manual Volume 5, Finance and Accounting Rules
- CFMS and County Utilized financial management software
- Financial Coding
- General records management procedure
- Fiscal spending rules of all DHS administered programs
- DHS and County Financial and Internal Control policies and procedures
- Local, regional and state fiscal resources available to DHS
- Microsoft Office, specifically Word and Excel
- Gmail and Google Documents

Skill in:

- Supervising and training staff
- Reviewing and collecting financial data to be utilized in various program and agency specific reports
- Working collaboratively in the strategic planning process
- Reviewing documentation for accuracy
- Multi-tasking and effective time management
- Establishing and maintaining cooperative working relationships with co-workers and other regional services agencies
- Handling stressful and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds
- Following and effectively communicating verbal and written instructions
- Utilizing standard personal computer software programs and specialized state and County software
- Customer service
- Operating all standard office equipment

Requirements in the Workplace:

- Must have and maintain a valid Colorado driver's license with acceptable driving history
- Must be 18 years of age or older
- Use county vehicle for necessary travel
- Must sign department confidentiality agreement on an annual basis

- Basic knowledge of computer systems and software
- Complete DHS required new bookkeeper training within one year of employment
- Ability to type a minimum of 40 words per minute
- Within 6 months of employment – be familiar with administrative procedures to be able to operate independently with minimal supervision and support
- Work collaboratively with external program providers to enhance client support (e.g. family resource center, ministerial alliance)
- Perform increasingly more responsible work as experience is gained

PRE-EMPLOYMENT ASSESSMENTS:

- Structured interview and written assessment
- Must pass a background check that may include, but not limited to:
 - CBI/FBI fingerprint check
 - Driving record check
 - Employment verification
 - Education verification
 - TRAILS/CAPS Check

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Individual must be able to read handwritten or printed material.
- HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
- MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
- DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
- COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- DRIVING - Individual must be able to operate a motor vehicle.

BENEFITS:

- Full time employees will receive a full benefit package as provided by the Prowers County Board of Commissioners Part-time, temporary or seasonal employees do not receive benefits.

PROBATIONARY PERIOD AND ASSESSMENT:

- Employees in this job classification will serve a probationary period for six months from the date of hire. Employee will receive a job performance assessment at the end of the probationary period, followed by annual assessments thereafter.

EQUAL OPPORTUNITY:

- Prowers County is an Equal Opportunity Employer. All persons receiving compensation from Prowers County through payroll are considered employees of Prowers County and are expected to adhere to Prowers County's Employment Policies.