



Director of Finance & Administrative Services

General Definition of Work

Performs difficult professional and managerial work directing the agency's financial and administrative services functions, including budgeting, accounting, grants management, and information systems oversight. Provides strategic leadership to ensure effective fiscal management, regulatory compliance, and efficient administrative operations. Serves as a key advisor to the Public Health Administrator on financial planning, resource allocation, and organizational infrastructure, including technology systems and administrative services.

Work is performed under the general direction of the Public Health Administrator. Supervision is exercised over assigned staff, with leadership responsibility for agency-wide fiscal and administrative practices.

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

Financial Leadership & Fiscal Management

Directs and oversees all agency financial operations, including accounting, budgeting, reporting, and internal controls.

Develops, implements, and evaluates fiscal policies and procedures to ensure compliance with State and Federal regulations.

Coordinates development of the annual agency budget and provides recommendations to the Public Health Administrator.

Monitors revenues and expenditures; analyzes financial performance and implements approved adjustments.

Prepares and presents financial reports to the Public Health Administrator, Governing Board and Finance Committee.

Leads and coordinates all audit activities and serves as primary liaison with external auditors.

Maintains oversight of agency funds, investments, and financial systems, ensuring accurate reconciliation and reporting.

Provides financial analysis, cost modeling, and supporting data for labor contract negotiations; collaborates with leadership to assess fiscal impact of proposals and long-term sustainability.

Grants & Contract Management

Directs the financial management of grants and contracts, including budgeting, compliance, reporting, and fiscal accountability.

Ensures alignment of program expenditures with grant requirements in coordination with program leadership.

Oversees preparation and submission of required state, federal and other financial reports.

Administrative Services & Information Systems Oversight

Provides oversight of administrative services, including agency information systems, technology infrastructure, and related operational supports.

Manages vendor relationships for information technology services, including contract oversight, performance monitoring, and coordination of support and project work.

Oversees planning, implementation, and maintenance of agency technology systems, including hardware, software, cybersecurity practices, and system improvements.

Ensures appropriate internal coordination for technology support, equipment deployment, and issue resolution through supervision of the Administrative Coordinator.

Collaborates with leadership and staff to identify technology needs, improve system functionality, and support efficient service delivery.

Participates in organizational planning related to technology, data systems, and administrative infrastructure.

Provides oversight of administrative operations including procurement, contract management, facility/office space coordination, equipment and supply purchasing, and fleet management to ensure efficient and cost-effective operations.

Supervision & Staff Development

Supervises assigned staff, which may include the Administrative Coordinator, fiscal staff and program and office support staff.

Assigns work, monitors performance, provides coaching, and conducts evaluations, including disciplinary actions as needed.

Identifies staff development needs and supports training and team effectiveness.

Supports a collaborative and accountable work environment.

Leadership, Planning & Organizational Support

Partners with executive leadership team to assure agency continuity of operations.

Serves as a member of the agency leadership team, contributing to strategic planning and organizational decision-making.

Builds organizational capacity and supports accreditation in financial management, budgeting, and administrative systems.

Utilizes quality improvement practices to enhance efficiency and effectiveness of agency operations.

Participates in Governing Board meetings, presenting financial and administrative updates as needed.

Assumes fiscal leadership responsibilities in the absence of the Public Health Administrator and may serve in a finance role during public health emergencies.

Attends Horizon board meetings, all staff meetings, team meetings, trainings, workshops, conferences, and staff development opportunities.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.

Knowledge, Skills, and Abilities

Required Competency and Skills: Knowledgeable of Tier 2 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas to include: Data Analytics and Assessment, Policy Development and Program Planning, Communication, Health Equity, Community Partnership, Public Health Sciences, Management and Finance, and Leadership and Systems Thinking.

Knowledge of:

Governmental accounting principles in accordance with GAAS and Government Auditing Standards, budgeting practices, financial reporting, and internal controls.

State and Federal regulations related to public sector finance, grants management, and audit requirements.

Principles and practices of financial management, including forecasting, cost analysis, and long-range financial planning.

Grant and contract administration, including compliance and fiscal accountability requirements.

Vendor management principles and contract oversight, particularly related to information technology services.

Information systems concepts, including business applications, data management, and cybersecurity best practices (sufficient to oversee systems and vendors).

Supervisory principles and practices, including performance management, staff development, and team leadership.

General public health organizational structure, funding streams, and applicable laws, rules, and regulations.

Skills in:

Financial analysis, budget development, and interpretation of complex financial data.

Developing clear, concise financial reports and presenting information to leadership and governing boards.

Strategic thinking and problem-solving, particularly related to resource allocation and operational efficiency.

Managing multiple priorities, projects, and deadlines in a dynamic environment.

Effective communication, both oral and written, with a variety of audiences including staff, leadership, and external partners.

Building collaborative working relationships across departments and with external stakeholders.

Ability to:

Direct and oversee comprehensive financial operations and ensure regulatory compliance.

Analyze financial data and develop recommendations to support organizational decision-making, including labor contract negotiations and long-term financial planning.

Provide effective oversight of administrative services, including coordination of information technology systems and vendor services.

Supervise, coach, and develop staff while fostering a positive and accountable work environment.

Translate complex financial and technical information into understandable terms for non-financial audiences.

Exercise sound judgment, initiative, and discretion in handling sensitive and confidential information.

Adapt to changing regulations, organizational needs, and emerging technologies.

Contribute to organizational leadership, strategic planning, and continuous quality improvement efforts.

Education and Experience

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field and extensive experience in business or governmental accounting, budgeting or audit functions, including supervising professional or administrative staff, with governmental reporting and budgeting, and grant management experience strongly preferred.

Physical Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally. This position involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. This work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Upon employment or within six months of hire training in: AWAIR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices, and fire training.
Valid driver's license in the State of Minnesota.

Acceptance Statement

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands of the position of Director of Finance and Administrative Services, with or without reasonable accommodation and I certify that I can and will perform the essential functions of the position.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____