

# Emmet County Public Health Policy & Procedures – Community Services

---

Subject: **Office Manager  
Job Description**

Date: **9/26/2006**

Section: **Organization**

Reviewed/Revised: **11/27/18,  
10/7/2019, 12/12/2019, 5/19/2021,  
5/8/2022**

---

Approved by:

---

**PURPOSE:** Maintain the accounting records for the entities of Emmet County Public Health. Oversight of Office Assistant to ensure accuracy of billing.

**POLICY/PROCEDURE:**

1) Key Responsibilities

A. Process incoming mail

- i. Date stamp mail if needed
- ii. Distribute mail to appropriate personnel

B. Time Tracking

- i. Enter nurse dailies on computer
- ii. Balance dailies monthly
- iii. Print month- end reports

C. Payroll

- i. Complete time cards for nurses, EH staff, and self
- ii. Balance to time tracking reports
- iii. Complete EXCEL worksheets: Annual Timesheets and Timesheet
- iv. Pick-up paychecks on last working day of the month
- v. Copy, compare, and balance tax figures on pay stubs

D. Cash Receipts

- i. Enter all cash receipts in QuickBooks
- ii. Prepare deposits for Treasurer's Office
- iii. Pick up and record deposits in QuickBooks
- iv. Print "Income" printout from Auditor's Office (monthly)
- v. Balance Auditor's "Income Report" with QuickBooks

E. Cash Payments

- i. Prepare vouchers for all monthly expenses
- ii. Record expenses in QuickBooks

- iii. Turn vouchers into Auditor's Office by first Tuesday of the month
- iv. After second Tuesday, pick up any non-mailed expense checks
- v. Print "Expense" printouts from Auditor's Office (monthly)
- vi. Balance Auditor's "Expense Report" with QuickBooks

#### F. General Ledger

- i. Prepare all general journal entries in QuickBooks
- ii. Create journal entry to zero out any balance on Profit & Loss (P/L) statements for entities
- iii. Ensure Balance Sheet (BS) for entities is in balance
- iv. When balanced, print P/L, BS, journal entries, and general ledger entries
- v. Reconcile all Asset & Liability accounts (monthly)

#### G. Billing

- i. Prepare billing reports
- ii. Prepare billing ledgers for all types of service
- iii. Enter approved visits into QuickBooks
- iv. Work with Office Assistant to ensure all pay sources are billed

#### H. Grants (Preparedness, State LPH, Lead, Immunization, and/or other grants)

- i. Help prepare budgets or any annual grant paperwork
- ii. Prepare billing for grants (monthly)
- iii. Sign grants or obtain necessary signatures
- iv. Submit grants to various sources
- v. Record payments as received
- vi. Grant funds will be used for salary when needed

#### I. Census

- i. Prepare an unduplicated census by service type

#### J. Budget

- i. Prepare forecasts for Annual Budget
- ii. Review with Administrator

#### K. Cost Reporting

- i. Prepare any needed cost reporting for grants

#### L. Miscellaneous

- i. Back up Office Assistant in absence or when busy
  - 1. Answer phones
  - 2. Assist people coming into office
- ii. Assist with county audit
- iii. Prepare Board of Health minutes and submit to IDPH in a timely manner
- iv. Other duties as assigned

2) Minimum Job Requirements

Must be detail oriented, proficient with Excel and Word, medical office and insurance billing helpful. Must be able to multi-task. AA degree in Accounting or Business preferred

3) This position may be partially funded by State and Federal grant funding.

4) Physical Requirements

- Moving objects weighing 20 lbs. \_yes \_no
- Sitting 80% of day \_yes \_no
- Standing 10% of day \_yes \_no
- Walking/moving 10% of day \_yes \_no
- Removing objects from shelves \_yes \_no
- Dexterity / Coordination \_yes \_no
- Color vision \_yes \_no
- Depth perception \_yes \_no
- Reading material \_yes \_no
- Writing/ Typing \_yes \_no
- Speaking/ Communicating \_yes \_no
- Listening/ Hearing \_yes \_no
- Ability to travel to various worksite locations or workshops \_yes \_no

**Disclaimer**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability when it does not place an “undue hardship” on Emmet County Public Health.