



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174
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★★★ RECRUITING ANNOUNCEMENT ★★★

Position: **Business Services Supervisor**
Department: Polk County Business Services
Status: Full Time (40 hours/week)
Salary: \$4,315 - \$5,461 (starting salary is typically at the lower end of the range)
plus excellent benefit plan
Application Deadline: **September 15, 2014 at noon** (Postmarks not accepted)

Duties: Supervises business services staff. Trains, assigns and reviews work of subordinates. Interviews, hires, promotes, demotes, disciplines, or discharges in concert with the Human Resources Department. Supervises business support service operations for Health Services and affiliated programs. Works with the Health Services Director and Fiscal Manager to coordinate the fiscal requirements with the program elements of the Department. Responsible for tracking and coordination of contracts, grants and other legal agreements for Health Services and affiliated programs. Reviews plans/agreements, schedules, budgets, progress reports or other grant/contract monitoring instruments to ensure contract or grant project program compliance. Supervises the processing of accounts payable, payment vouchers and revenue transmittals; investigation and resolution of unidentified expenditures and missing revenue; administration of grant fund disbursements. Supervises the gathering and compilation of information necessary for the formulation of operating procedures, policies, rules and regulations. Prepares varied and complex reports involving fiscal data. In coordination with Information Services, ensures applications systems needed by Health Services meet current and future needs of the Department. Primary point of contact for vendors who provide software services for the Department. Performs related duties as required.

Minimum Qualifications: Bachelor's degree with major course work in accounting/business or public administration and three or more years of high level accounting and/or contract experience, one year of supervisory or lead experience preferably in a government or private non-profit setting; or any equivalent combination of education, experience and training.

Special Qualifications: Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position. Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

How To Apply: A Polk County employment application form is required. Obtain application from www.co.polk.or.us, Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to HR@co.polk.or.us or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**** Do not submit a résumé, reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

If you are not contacted to schedule an interview within three weeks after the closing date of this recruitment, you have not been selected to proceed to the interview process. Notification letters will not be sent.

Equal Opportunity Employer
Reasonable accommodations for applicants with disabilities will be provided upon request.