



## EAST SHORE DISTRICT HEALTH DEPARTMENT

Bringing good health to the towns of Branford, East Haven and North Branford

### An invitation to join our public health team

As a local public health district, we are committed to providing our community with the highest standards of public health services – for over a half-century. Our residents come from all walks of life, and so do we. Public health is not just a job or a career; it's our calling.... We hire great people, embrace diversity and inclusion, and seek a candidate to lead our agency's business operations.



### Welcome to Connecticut's Coastal East Shore

With respect to our geographic location, Connecticut is a beautiful New England State with four traditional equal climate seasons and is considered one of the most desirable places to live, with an exceptional quality of life. Connecticut is located at the southwestern corner of New England, with Long Island Sound to the south, New York to the west, Massachusetts to the north, and Rhode Island to the east, with both conveniently located train and airport services. We also have a regional airport and train station within a few miles of our office.

The East Shore Health District office is located on Connecticut's Long Island Sound shoreline in Branford, a few miles away from Metro New Haven, Connecticut, which is a college town and home to many higher educational institutions, including Yale University, Southern Connecticut State University, Quinnipiac University, Albertus Magnus College with Wesleyan University, Trinity College, University of Connecticut, and others academies nearby. We have the Thimble Islands located off the coast of Branford/East Haven and New York's Fisher Island and Long Island ferries in our backyard. To our north is quintessential North Branford, a community rich in traditions with a small-town farming country feeling. We are also sandwiched a few hours away between New York City and Boston, Massachusetts, with Cape Cod, the islands of Martha's Vineyard and Nantucket, Providence and Block Island, Rhode Island, along with the other New England States of New Hampshire, Vermont, and Maine, all within driving distance. Our district is rich with culture and is home to many of Connecticut's finest restaurants, beaches, traditional New England parks, homegrown fairs and community events, trails, and main street centers – Local Coastal & Country Living at its best.

### Our Local Public Health District

In partnership with our member communities of Branford, East Haven, or North Branford, businesses, non-profit organizations, and our residents, the East Shore District Health Department (ESDHD) provides essential public health services such as clinical nursing, maternal child health, safety & health education, environmental health services, including private well, building approvals, septic system permits, food service licenses and quality of life investigations to a population of over 70,000 residents. We are committed to improving the health and well-being of our residents through science-based research and practical public health programs that promote wellness, prevent and control disease, and provide education about healthy lifestyles.



**Location:** East Shore District Health Department, 688 East Main Street, Branford, Connecticut \*  
**Reports to:** CEO/Director of Public Health  
**Position Status:** Business Manager / Full-Time, Non-Union Salary Position

**GENERAL STATEMENT OF DUTIES**

The Business Manager assists the CEO/Director of Public Health & the Deputy Director of Public Health in aspects of departmental administration, operations, financial, and general management for a local governmental public health district. In addition, the business manager will lead the front office administrative staff and work with the division managers on all health district programming and operations. A varied schedule may be required, including nights and weekends, and travel as necessary. Directly responsible to the CEO/Director of Public Health. Provides supervision to assigned administrative staff and leads health district human resources.

**QUALIFICATIONS**

The desired candidate has a minimum Bachelor’s Degree in Accounting or Financial with at least three (3) years of experience in Accounting or a related field. Experience in human resources management, facilities management, and grants management is strongly preferred.

**BENEFITS & COMPENSATION PACKETS**

Competitive salary starting at \$70,000.00~ depending on experience/education. Benefits include a desirable personal time off (PTO), paid holiday, life and disability insurance, college reimbursement and professional development opportunities, vest municipal pension retirement plan, medical, dental, and vision, flex spending account options, and a friendly work-life balance office environmental team.

**HOW TO APPLY**

Please send a letter of interest and a copy of your resume to the East Shore District Health Department at 688 East Main Street, Branford, Connecticut 06405, or email to [info@esdhd.org](mailto:info@esdhd.org)

The pay range for this position is dependent on qualifications. Applications will be taken until this position is filled.

Equal opportunity employer - Women, minorities, veterans, and people with disabilities are encouraged to apply.

For the full position description, please visit our website at <https://www.esdhd.org>





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### **JOB DESCRIPTION**

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### **ACCOUNTABILITY AND SUPERVISION**

Directly responsible to the CEO/Director of Public Health. Provides supervision to assigned administrative staff and leads health district human resources.

### **DUTIES AND RESPONSIBILITIES**

- Directly responsible for internal financial controls and all accounting functions including accounts receivable, accounts payable, bank reconciliation, and preparation of financial statements.
- Provides timely reports to the CEO/Director of Public Health, Deputy Director of Public Health, Management Team, and Board of Directors to assist with financial and programmatic decision-making; works with supervisory staff to prepare department budgets and prepares all financial reports as required.
- Makes recommendations and collaboratively implements internal improvements that streamline administrative functions and increase cost-effectiveness across the District.
- Identifies and employs technological improvements where appropriate.
- Directly responsible for all accounting functions related to grant contracts, including but not limited to assistance with the development of the financial portion of grant applications, budget revisions, preparation of required financial reports, and ensuring timely submittal of program reports.
- Directly responsible for payroll functions.

- Directly responsible for oversight associated with purchasing; makes recommendations on the purchasing of services and equipment based on cost analysis, function, and quality.
- Reviews all contracts & coordinates equipment and building maintenance.

- Directly responsible for administration of retirement plan, workers' compensation plan, unemployment compensation, insurance policies, life and disability insurance, health and dental benefits, and other related benefits.
- Directly responsible for maintenance of personnel records and for processing new hires.
- Assists in the generation of data collection and statistical analysis associated with departmental and other agency reporting requirements (e.g., activity statistics, annual report, performance management system).
- Interfaces with the Board of Directors, municipal officials, and others relevant to fiscal and budgetary issues.
- Attends meetings and functions relating to departmental activities.
- Assures administrative support of the organizational strategic plan, quality improvement plan, performance management system, and safety committee.
- Interfaces with auditing firm and governmental agencies to produce annual audit and other required financial reports and audits.
- Supervises administrative staff as assigned.
- Provides administrative support to emergencies and local public health occurrences of an urgent nature during and beyond the standard hours of operation.
- Performs related work as required.

#### **ACCOUNTING DUTIES TO INCLUDE:**

- Recording daily transactions
- Monthly bank reconciliations
- Maintain general ledger accounts
- Administer payroll and benefits
- Create & maintain budgets/reporting
- Provide financial information for multiple grants reporting

Knowledge of Sage 50 accounting software, payroll & benefits, and grant reporting preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge and understanding of basic accounting principles.
- Ability to use accounting and other appropriate software for the management of the health district's financial resources including providing timely reports for fiscal and programmatic decision making.

- Ability to coordinate the use of technology systems and other improvements to streamline the work environment.
- Ability to plan, coordinate and supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records and reports.
- Ability to deal with individuals in highly sensitive and confidential matters.
- Ability to be a team player and a team leader.
- Strong organizational and time management skills, ability to competently manage multiple tasks, and an ability to work effectively with minimum direct supervision.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Knowledge of Microsoft Word, Excel and general ledger software, Sage 50 accounting preferred.

## **QUALIFICATIONS**

The desired candidate has a minimum Bachelor's Degree in Accounting or Financial with three (3) years of experience in Accounting or a related field. Experience in human resources management, facilities management, and grants management is preferred.

## **SPECIAL REQUIREMENTS**

Possession of a current CT Motor Vehicle Operator's License. This position is required to perform occasional lifting of equipment and materials up to 25 pounds. The work requires the use of a computer and other business machines.

Testing for substance abuse, and a criminal background check shall be required as part of the employee procedures. Due to the responsibilities associated with this position, a credit check and/or eligibility for the agency to post a personal bond may also be required as part of the employee procedures.

Maintenance of required certifications as appropriate shall be a requirement for the employee to remain in this classification.

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New Position October 4, 2024