



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Business Manager			
DEPARTMENT / SECTION: ADRC/Social Services		DATE REVIEWED: 6/2026	
TITLE OF IMMEDIATE SUPERVISOR: Social Services Director		GRADE: L	
JOB SUMMARY: This position is responsible for administration and supervision of all accounting functions and clerical/support personnel in the ADRC/Social Services Department. This includes the supervision of 2 FTE staff. It also includes fiscal oversight of all Economic Support, Youth and Family and Adult and Disabled programs directly provided by the ADRC/Social Services Department. Day-to-day task supervision by the Finance Director, accountable to the Agency Director.			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Responsible for creating, compiling, submitting, and reconciling monthly and annual agency reports to the Wisconsin Department of Children and Families, Wisconsin Department of Health Services, Wisconsin Department of Administration, Wisconsin Department of Transportation, Greater Wisconsin Area on Aging Resources, Income Maintenance Consortium and other pertinent agencies.		
2	Collaborate with program staff to research, identify, and pursue grant-funding opportunities to implement new areas of programming or sustain and enhance current programming. Write the grant application and comply with any reporting requirements of obtained funding.		
3	Develop and supervise Department financial accounting policies, procedures, and practices in accordance with the County Finance Director and with State and Federal Standards. Conduct and/or supervise; the entry and processing of all revenues received by the ADRC/Social Services Department, the preparation, entry and processing of journal entries to the general ledger, the preparation of all vouchers for the Department and the processing of ADRC/Social Services Department accounts receivables.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
4	Preparation of the ADRC annual budget; including presenting the annual budget to the ADRC committee and the Health and Human Services committee.		
5	Responsible for assisting the Social Services Director with Social Services annual budget preparation. Supervise and monitor the Social Services annual budget.		
6	Supervises support staff; evaluates employee performance; assists with employee orientation; trains, provides, or coordinates employee training; and leads employee hiring and selection process. Recommend transfer/promotions, discipline/discharge, and salary increases. Approve work schedules, timesheets, time-off requests, flex time and overtime.		
7	Responsible for maximizing reimbursement of allowable expenses through the state and federal grant claiming process. The Business Manager must implement quality improvement processes surrounding these efforts to ensure that minimum reporting requirements are obtained.		
8	Review and revise the department's purchase of service contracts for compliance to state and federal regulations. Monitor purchase of service contracts with outside vendors/agencies to ensure vendor/agency is compiling with the fiscal and program requirements of the contract. Review and approve or deny vendor/agency's annual audit report. Conduct on-site monitoring visits as deemed necessary. Track payments made to purchase of service vendors/agencies to ensure that Iowa County's payments do not exceed the amount set forth in the contract.		
9	Monitor compliance with contracts, grants and all applicable federal and state laws and administrative rules.		
10	Approves departmental purchases and/or purchase orders. Responsible for Departmental oversight and/or ordering of office supplies, office equipment, and materials.		
11	Develops and creates all necessary audit schedules and work papers, including the Federal and State Schedules of Awards for the ADRC and Social Services and state reports. Serves as point-of-contact for federal, state, and county auditors.		
12	Assists County Finance Director, Finance Department and Director of Social Services with other tasks as requested. Reports directly to the County Finance Director and accountable to the Director of Social Services.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
13	Responsible for closing of year-end records, compiling the Annual Financial Report, Departmental fund/cash balance report, and other reports and schedules. Provide and present budget reports and fiscal information to the Department Head, Governing Boards, appropriate Department personnel and auditors.		
14	Develop short- and long-term goals for the unit.		
15	Maintains fixed assets records and Transit Asset Management information required by DOT.		
16	Attends and participates in training, as approved by the Department Head, to assist in the performance or the supervisory duties, to include, but not limited to: Required training, related to changes to State Statutes, Administrative Rule, in State policies and procedures, and any others that are deemed necessary to remain in compliance with the rules and regulations governing the provision of department related programs and services.		
17	Serve as Representative Payee for children in out-of-home care placements and file appropriate applications and reports with the Social Security Administration.		
18	Serve as Iowa County Liaison for Random Moment Time Study (RMTS). Duties include adding new social workers to RMTS system, updating RMTS as needed, reviewing RMTS roster and certifying the roster to the Wisconsin Department of Children and Families on a quarterly basis.		
19	Process the monthly out-of-home care placement payments. Maintain trust accounts in eWisacwis for each child in out of home care placement by entering subcare reimbursements into eWisacwis as reimbursements are received.		
20	Maintain and oversee ADRC and Social Services petty cash accounts.		
21	Serve as Backup Security Officer for state computer program access.		
22	Must demonstrate regular and dependable attendance.		

	<u>Demonstrated Experience and Skills Required.</u> • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability to demonstrate proficiency with Microsoft Office 365 (Word, Excel, Outlook, and PowerPoint) and software systems. • Ability to effectively train, supervise, coordinate, schedule, and oversee multiple tasks. • Ability to demonstrate knowledge of principles, procedures, methods, and techniques of financial analysis. • Knowledge of State and Federal Regulations. • Ability to perform accurate accounting functions under the pressure of deadlines. • Ability to communicate effectively, orally and in writing with peers, subordinates, supervisors, government officials, vendors and members of the public. • Ability to work effectively with people of various cultural, economic, and educational backgrounds. • Ability to transport self to required meetings or appointments that occur outside of the Iowa County department.		
	<u>Minimum Qualifications</u> • High school diploma/GED is required. • Minimum of a 4-year Bachelor's degree in Accounting, Business Administration, Finance or a closely related field. • Minimum of three (3) years of increasingly complex office experience that includes accounting tasks. • Minimum of two (2) year experience in a supervisory role. • Preference for experience with GASB and governmental accounting.		
	<u>Conditions of Employment</u> Working Environment: • Typical working environment is within a non-smoking, temperature-controlled office. • Ability to work under moderately safe and comfortable conditions when environmental factors such as temperature variations, odors, toxic agents, machinery, noise, vibrations, wetness, and/or dust are present. Physical Requirements: • Ability to operate office equipment such as a computer terminal (for an extended period of time), calculator, 10-key, multi-line telephone system, and photocopier. • Ability to coordinate eyes, hands, fingers, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert light physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, sitting, and reaching.		

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____