

CHIEF FISCAL OFFICER - UM**DEFINITION**

Under executive direction of the Department Director, the Chief Fiscal Officer is responsible for the administration of the department's fiscal planning, control, audit, billing and accounting and administrative programs and functions, which includes developing fiscal and administrative policies and procedures consistent with the requirements of funding sources; conducting budgetary and statistical evaluations and analyses; preparing complex and technical financial and administrative reports as required by the funding sources and as requested by the Director, Assistant Director or other management positions; managing and directing two or more management or supervisory accounting and administrative staff and other subordinate fiscal and administrative positions engaged in accounting, budgetary, administrative and statistical work.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are fiscal experts who analyze fiscal rules and regulations and who install, modify, or reconcile accounting systems. The Chief Fiscal Officer differs from the Fiscal Administrative Manager in that the Chief Fiscal Officer oversees fiscal operations in a large County Department. In addition Chief Fiscal Officer is considered a second level management position that manages functions through subordinate management, professional and other staff over multiple operational areas such as fiscal analysis, personnel, staff development and program analysis.

EXAMPLES OF DUTIES (Illustrative Only)

- Administers the fiscal and administrative responsibilities for department programs, including grant funded programs.
- Plans, organizes, directs, and coordinates fiscal system planning, control, audit, billing and accounting programs.
- Manages, through subordinate staff, the formulation and administration of department and division budgets, grants and contracts.
- Manages, through subordinate staff, department level procurement and/or personnel functions.
- Oversees the collection and analysis of data and makes recommendations on the formulation of policy and procedures, staffing and organizational changes.
- Performs research and statistical analysis on administrative, fiscal, personnel and/or programmatic issues.
- Manages, through subordinate staff, all fiscal and administrative functions of the department, including the compilation of materials and the preparation of budgets, reports, manuals and publications.
- Manages, through subordinate staff, the performance of various fiscal analyses, fund balance projections, fiscal transactions, patient/client and grant billing, and related financial activities.
- Develops, implements, and reviews policies and procedures for the department.
- Manages staff in identifying and analyzing program administration problems and develops solutions.
- Studies and evaluates accounting procedures of the department and develops and installs new and improved data collection and billing systems and processes, including the use of technology, in accordance with modern accounting principles and practices.
- Coordinates the methods, procedures, and work of the fiscal division.
- Oversees and/or assists in the preparation of the departmental budget by assembling and directing the compilation of financial data.
- Reviews and presents to management financial and statistical analyses on status of funds showing

expenditures, balances, and relationship to appropriations.

- Provides leadership in modifying controls to meet recordkeeping needs.
- Reviews laws, legislation and policies for guidance in performing accounting and fiscal operations.
- Coordinates accounting practices with County Auditor regarding, for example, reconciling records and closing the fiscal year accounting records.
- Prepares complex and technical financial reports as required by the funding sources and as requested by the Director, Assistant Directors, and other management positions.
- Ensures effective coordination of departmental activities with other departments, divisions, units and outside agencies.
- Represents the department head in committee meetings.
- Responds to the most sensitive and difficult complaints and requests for information.
- Prepare letters, memos, and other documents related to fiscal and administrative matters for submission to the Chief Administrative Officer, Board of Supervisors, and/or State or Federal government.
- Confers with county, state and federal officials.
- Assigns and reviews the work of assigned management, professional and other staff.
- Oversees the personnel selection, training, evaluation and discipline of subordinate staff.
- Plans, schedules, and conducts meetings.
- Serves as the primary liaison to the media and community on fiscal and administrative matters.
- Serves on community based committees as appropriate.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- General and advanced accounting principles, practices, and procedures.
- Methods of procedures of governmental accounting, budget preparation and control.
- Principles and practices of public and business administration.
- Governmental functions and organization.
- Departmental program goals, requirements, and operations.
- Cost accounting practices and procedures.
- Auditing principles, practices and procedures.
- Federal, state, and county laws pertaining to accountability of department funds.
- Principles of public funding.
- Principles of business management, office methods, and procedures.
- Principles and practices of personnel management, supervision, and employee development.
- Theories, principles, goals and objectives of public service.
- Principles and practices of public relations.

Skill in:

- Planning, organizing, directing, and coordinating a department's complex fiscal program and administrative functions.
- Analyzing accounting, administrative and program data and draw sound conclusions.
- Analyzing situations accurately and adopting an effective course of action.
- Communicating effectively, both orally and in writing.
- Preparing clear, concise, and complex accounting, statistical, technical, and other reports.
- Presenting technical financial and other data and reports before groups.

- Maintaining effective internal communications within a division and department.
- Enlisting the cooperation of, and working effectively with, community organizations, government agencies, and others.
- Working effectively with the county Board of Supervisors and other county officials.
- Developing or revising accounting systems and work procedures to meet changing needs.

Other Requirements:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be available for after hours meetings.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, finance, economics or closely related field **AND** one year of full time experience performing duties comparable to a Deputy Director of Administration, Assistant Director or Fiscal Administrative Manager in managing significant financial and administrative responsibilities through subordinate staff. Possession of a Master's Degree is desirable.

OR

Possession of an Associate's Degree from an accredited college or university with major course work in business administration, public administration, finance, economics or closely related field **AND** three years of full time experience performing duties comparable to a Deputy Director of Administration, Assistant Director or Fiscal Administrative Manager in managing significant financial and administrative responsibilities through subordinate staff

OR

Education as listed above **AND** two years of full-time increasingly responsible experience equivalent to a Supervising Accountant/Auditor in supervising accounting, auditing and administrative functions in a public agency. Qualifying experience may be substituted for education. A master's degree in any of the above fields is highly desirable.