

## FISCAL ADMINISTRATION MANAGER

### DEFINITION

Under direction, plans, organizes, manages, administers, coordinates and directs fiscal and administrative activities of assigned department; ~~administers~~ **supervises** the work of professional, technical and other support staff in fiscal and administrative support activities; performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This class has management level responsibility for the overall administration of financial and administrative management functions of the assigned department, including **budget and** a variety of financial and support activities. The incumbent has a great degree of latitude for the exercise of independent judgment and decision-making. The incumbent is responsible for developing and implementing division and departmental goals, objectives and standards, in addition to furthering County goals and objectives.

### EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the ~~division and/or~~ departments.
- Directs and/or participates in the budget process; monitors **and prepares forecasts related to** revenues and expenditures; provides information to division managers on a ~~monthly~~ **routine** basis; **ensures that all phases of year end closing are completed accurately.**
- Directs the preparation of a variety of financial and other studies and reports relating to current and long-range budgetary needs and develops specific proposals to meet them; provides technical assistance to staff.
- Develops and implements management **and accounting** systems, procedures and standards for program monitoring and evaluation; recommends procedural modifications.
- Prepares departmental submissions for the Board of Supervisors, including agenda transmittals, budget transfers, supplemental information and background.
- ~~Directs the selection, supervision, training and work evaluation of division staff; supervises contract management staff and required.~~
- Coordinates and prepares, or directs the preparation of, requests for grant funds and appropriate records and cost reports to various funding agencies; directs the maintenance of appropriate records, **using record retention guidelines.**
- Coordinates ~~the work of the division~~ with that of other ~~division~~, departments and outside agencies and individuals.
- Monitors developments related to departmental financing, evaluates their impact on County operations and implements policy and procedure improvements.
- **Maintains knowledge and** ensures adherence to codes, applicable laws, regulations and guidelines relating to financial activities.
- Plans, organizes, coordinates and directs ~~through subordinate supervisors~~ the work of the financial and/or administrative **staff.** ~~function of the assigned division and/or department.~~
- **Participates in hiring of assigned staff.**
- **Evaluates employee performance, recommends discipline and performs other personnel decisions.**

## QUALIFICATIONS

### Knowledge of:

- o Administrative principles and methods, including goal setting, program and budget development and administration, and employee supervision.
- o Principles and practices of program management, including development, program evaluation and quality control and fiscal management.
- o Principles and practices of business and public administration, **payroll and auditing.**
- o Principles, practices **and terminology of general fund** of governmental accounting, **auditing and budgeting.**
- o Applicable county, state and federal guidelines and laws regulating departmental operations and financial activities.
- o Principles and practices of contract administration and management, ~~and~~ project management and evaluation, **and business data processing.**
- o Principles and practices of grant application preparation and the administration of grant funds.
- o Computer applications related to the work.

### Skill In:

- o ~~Planning, organizing, administering and coordinating a variety of complex programs and services.~~
- o **Exercising sound independent judgment within established procedures.**
- o Planning, ~~organizing, directing,~~ reviewing, and evaluating the work of staff, **directly or** through subordinate supervision.
- o Providing for the training and professional development of staff.
- o Identifying program funding sources, and preparing grant application proposals, contracts and budgets.
- o Interpreting, explaining and applying laws, regulations and policies relating to functions of assigned department.
- o Analyzing complex problems, evaluating alternatives and making sound judgments and recommendations.
- o Planning, coordinating, implementing and evaluating **a variety of complex programs and services of assigned programs.**
- o Preparing clear and concise reports and other written correspondence.
- o Representing the County in contacts with county officials, community, other agencies and the public.
- o Establishing and maintaining effective working relationships with those contacted in the course of work.
- o **Analyzing, balancing, reviewing, interpreting and reconciling financial reports and transactions and ensuring proper authorization and documentation for all accounting transactions.**

### Other Requirements:

**Must possess a valid Driver's license. Some positions may require a valid driver's license. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case by case basis.**

### Education and Experience:

~~Equivalent to~~ **Possession of a Bachelor's degree** graduation from an **accredited four-year** college or university with major coursework in business **or public** administration, **accounting, finance, public administration,** or a related field **AND** three years of supervisory or administrative **management** experience which has included fiscal management and program planning, development and administration. ~~Possession of an appropriate advance degree is desirable.~~

**OR**

Possession of an Associates' degree from an accredited college or university with major coursework in business or public administration, accounting, finance, or a related field AND five years of supervisory or administrative management experience which has included fiscal management and program planning, development and administration.

**Note:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.