

## Class ID

Chief Fisc Off - El Dorado

## Job Class Title

Chief Fiscal Officer - El Dorado Only

## General Description

Under executive direction, the Chief Fiscal Officer is responsible for the administration of the department's planning, control, audit, 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, and other management positions; managing and directing two or more management or supervisory level accounting and administrative staff and other subordinate fiscal and administrative positions engaged in accounting, budgetary and administrative and statistical work; and performing related work as required. This class supervises or directs supervision of a group of employees that includes analysts performing professional journey-level work, personally handles the most difficult and sensitive work and may direct staff through subordinate supervisors over more than one function such as fiscal analysis, personnel, staff development, and program analysis.

Incumbents in this class are fiscal experts who analyze and interpret fiscal rules and regulations and who install, modify, or reconcile accounting systems. The Chief Fiscal Officer differs from the Accountant other fiscal classifications in that in a larger department the CFO latter may be assigned responsibility for a major fiscal and administrative areas to assist a higher-level Chief Fiscal Officer Upper Management with analyzing, developing and/or modifying Departmental operations.

## SUPERVISION EXERCISED AND RECEIVED

Incumbents in this classification receive supervision from the Division Chief of Administration Director and Assistant Director. The Chief Fiscal Officer provides direction to two or more subordinate managers or supervisors and other assigned staff engaged in accounting, budgetary, and statistical administrative or program work.

## Minimum Qualifications

### EITHER

One (1) year of full-time experience performing duties comparable to a Staff Services Manager I in a public agency or other social services organization.

### OR

Two (2) years of full-time experience performing duties comparable to a Supervising Accountant/Auditor in a public agency or other social services organization.

### OR

A Bachelor's Degree in Accounting, Finance, Business Administration with concentration in the former or other related discipline AND two (2) years of full-time increasingly responsible experience supervising accounting, and auditing and administrative functions in a public agency or other social services organization.

### OR

Completion of a prescribed curriculum in advanced accounting at an accredited college or school of accountancy, including courses in elementary and advanced accounting, cost accounting, and business law, AND four (4) years of full-time increasingly responsible experience supervising accounting and auditing functions in a public agency or other social services organization.

## Desired Qualifications

### Work Performed

Duties may include, but are not limited to, the following:

Administers the fiscal and administrative responsibilities for the department's social services programs, which may include Income Maintenance, Employment Services, and/or Child/Adult Protective Services, and grant-funded programs, which include a wide array of programs serving senior and low-income individuals and households.

Plans, organizes, directs, and coordinates fiscal system planning, control, audit, and accounting programs.

Supervises staff engaged in professional analytical and technical work in the formulation and administration of department or division budgets, development and management of grants and contracts, management of department level procurement and/or coordination of personnel functions. Oversees the collection and analysis of data and makes recommendations on the formulation of policy and procedures, and staffing and organizational changes; and performs research and statistical analysis on administrative, fiscal, personnel, and/or programmatic problems.

Directs, supervises, and manages all of the fiscal and administrative functions of a large department, through subordinate managers and supervisors, including the compilation of materials and the preparation of budgets, reports, manuals, and publications.

Oversees and directs staff in performing various fiscal analyses and in the preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management; and Develops, implements, and reviews policies and procedures for the Fiscal Services unit as well as the department.

Plans, directs, and supervises 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 systems in accordance with modern accounting principles and practices.

Coordinates the methods, procedures, and work of the accounting section.

Oversees and/or assists in the preparation of the divisional and departmental budget by assembling and directing the compilation of financial data.

Reviews and presents to management monthly financial and statistical analyses on status of funds showing expenditures, balances, and relationship to allotments.

Provides leadership in modifying controls to meet record keeping needs.

Reviews laws, legislation, and policies for guidance in performing accounting and fiscal operations.

Coordinates accounting practices with the county Auditor in such items as reconciling records.

Prepares complex and technical financial reports as required by the funding sources and as requested by the Director, Assistant Director, and other management positions.

Ensures effective coordination of departmental activities with other departments, divisions, units, and with outside agencies; represents the department head in committee meetings; responds to the more sensitive and difficult complaints and requests for information.

Prepares letters, memos, and other documents related to fiscal matters for the Director for submission to the Chief Administrative Officer, Board of Supervisors, and/or the State or Federal government.

Confers with county, state, and federal officials.

Makes hiring decisions for Fiscal Services unit positions.

Assigns and reviews the work of Fiscal Services unit supervisors.

Oversees the personnel selection, training, evaluation, and discipline of subordinate staff.

Plans, schedules, and conducts Fiscal Services unit staff meetings, and attends and participates in division and department meetings.

Serves as the primary Divisional liaison to the media and community on fiscal matters.

Serves on community based committees as appropriate.  
Performs related duties as assigned.

## EMPLOYMENT STANDARDS

### Knowledge of:

General accounting principles, practices, and procedures.

Methods and 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.

~~Governmental accounting and budgeting.~~

Cost accounting, practices, and procedures.

Developing or revising accounting systems and work procedures to meet changing needs.

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 social services.

Principles and practices of public relations.

### Ability to:

Plan, organize, direct, and coordinate a department's complex fiscal program and administrative functions.

Analyze accounting, administrative and program data and draw sound conclusions.

Analyze situations accurately and adopt an effective course of action.

Speak and write effectively.

Prepare clear, concise, and complex accounting, statistical, ~~and~~ technical and other reports.

Present technical financial and other data and reports before groups.

Maintain effective internal communications within a division and department.

Enlist the cooperation of, and work effectively with, community organizations, government agencies, and others.

Work effectively with the county Board of Supervisors and other county officials.

## Other Information

Some positions in this classification may require possession of a valid California driver's license.

Employees who drive on County business to carry out job-related duties must possess a valid

California driver's license for the class of vehicle driven and meet automobile insurability

requirements of the County. Eligibility for employment for those who do not meet this requirement

due to disability will be reviewed on a case-by-case basis by the appointing authority.