



NOVEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0327

CHIEF FISCAL OFFICER - UM

DEFINITION

Under general direction, oversees and maintains the administration fiscal planning, control, audit, billing, accounting and administrative programs, and reporting systems for various departments; develops fiscal and administrative policies and procedures consistent with the requirements of funding sources; prepares complex and technical financial and administrative reports as required or directed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, evaluating, and maintaining departmental-level budget, fiscal control, accounting, audit, and related administrative and reporting systems. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Incumbents in this classification are fiscal experts who analyze fiscal rules and regulations and who install, modify, or reconcile accounting systems. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Administers the fiscal and administrative responsibilities for department program(s), including grant funded programs.
- Plans, organizes, directs, and coordinates fiscal system planning, control, audit, billing, and accounting and administrative programs.
- Manages, through subordinate staff, the formulation and administration of department and division budgets, grants, contracts, procurement, and/or forecasting of additional funds for staffing, equipment, materials, and supplies.
- 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, 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 developing 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 the status of funds showing expenditures, balances, and relationship to appropriations.
- Participates in the hiring of assigned staff, recommending selection for management approval; trains assigned staff in department and County procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- 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 the County Auditor-Controller regarding reconciling records, closing the fiscal year accounting records, etc.
- Prepares complex and technical financial reports as required by the funding sources and as requested by the department directors, assistant directors, and other management positions.
- Ensures effective coordination of departmental activities with other departments, divisions, units, and outside agencies.
- May represent the department head in committee meetings.
- Responds to the most sensitive and difficult complaints and requests for information.
- Prepares letters, memos, and other documents (on behalf of departments) related to fiscal, budgetary, 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced accounting principles, practices, and procedures.
- Advanced 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.
- Cost accounting practices and procedures.
- Advanced auditing principles, practices, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of public funding.
- Principles of business management, office methods, and procedures.
- Theories, principles, goals, and objectives of public service.
- Principles and practices of public relations.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned department(s).
- Plan, organize, direct, and coordinate complex departmental fiscal program and administrative functions.
- Analyze accounting, administrative, and program data accurately; draw sound conclusions; and adopt an effective course of action.
- Timely revisions to accounting systems and work procedures to meet changing needs.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, public administration, finance, economics, or closely related field;

AND

Five (5) years of progressively responsible professional accounting experience, including one (1) year of experience managing significant financial and administrative responsibilities, and at least two (2) years of supervisory experience over professional and technical staff working in a fiscal, financial, accounting, administrative, or auditing environment.

Possession of a master's degree is desirable.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.