



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

County of El Dorado

CN #0327

Created: August 2014

## **CHIEF FISCAL OFFICER - UM**

### **DEFINITION**

~~Under executive general direction of the Department Director, the Chief Fiscal Officer is responsible for, oversees and maintains the administration of the department's fiscal planning, control, audit, billing and, accounting and administrative programs, and functions, which includes developing reporting systems for various departments; develops fiscal and administrative policies and procedures consistent with the requirements of funding sources; conducting budgetary and statistical evaluations and analyses; preparing prepares complex and technical financial and administrative reports as required by the funding sources and or directed; and performs related duties as requested by the Director, Assistant Director or other assigned.~~

### **SUPERVISION RECEIVED AND EXERCISED**

~~Receives general direction from assigned management positions; managing and directing two or more management or personnel. Exercises direction and supervision over supervisory accounting, professional, technical, and administrative support staff and other through subordinate fiscal and administrative positions engaged in accounting, budgetary, administrative and statistical work levels of supervision.~~

### **DISTINGUISHING 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. 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. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.~~

### **EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)**

- > Administers the fiscal and administrative responsibilities for department ~~programs, 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 ~~and contracts, contracts, procurement, and/or forecasting of additional funds for staffing, equipment, materials, and supplies.~~
  - ~~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~~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 ~~for example,~~ reconciling records ~~and,~~ closing the fiscal year accounting records, etc.
- Prepares complex and technical financial reports as required by the funding sources and as requested by the ~~Director, Assistant Directors~~department directors, assistant directors, and other management positions.
- Ensures effective coordination of departmental activities with other departments, divisions, units, and outside agencies.
- Represents~~May represent~~ the department head in committee meetings.
- Responds to the most sensitive and difficult complaints and requests for information.

- > ~~Prepare~~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.
  - ~~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 duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ~~General~~Organization and ~~advanced~~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.
- > ~~Methods of~~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.
- > ~~Auditing~~Advanced auditing principles, practices, and procedures.
- > ~~Federal~~Applicable federal, state, and county/local laws ~~pertaining~~, regulatory codes, ordinances, and procedures relevant to accountability assigned area of department funds responsibility.
- > 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,~~Principles and ~~coordinating a department's complex 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.
  - ~~Analyzing~~Analyze accounting, administrative, and program data ~~and~~accurately; draw sound conclusions-
  - Analyzing situations accurately and adopting; and adopt 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.~~

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- ~~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~~Timely revisions to 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.~~

- 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.

~~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~~ 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 course work ~~coursework~~ 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~~

Five (5) years of progressively responsible professional accounting experience, including one (1) year of experience managing significant financial and administrative responsibilities through subordinate staff. Possession of a Master's Degree is desirable, 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 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. 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.~~