



OCTOBER 2020
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 2207

FISCAL MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, directs, and reviews the work of staff performing difficult and complex professional and technical support related to the processing of financial transactions, and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting and audit standards; maintains and improves the accounting system of assigned County departments (handling multiple department's finances and budgets) or the Health and Human Services Agency (HHS); administers current and long-term planning activities; provides highly complex and responsible support to the Chief Fiscal Officer in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Fiscal Officer. Exercises general direction and supervision over professional, technical, and administrative support staff directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the fiscal administration of assigned County departments or HHS programs and activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to the Chief Fiscal Officer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. Incumbents serve as a professional-level resource for organizational, managerial, and operational fiscal analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broadly-defined guidelines. Positions within this classification are exclusively allocated to the Chief Administrative Office and HHS.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, develops, manages, coordinates, and oversees the daily financial operations and activities of the budgeting, accounting, and auditing functions of assigned departments or within HHS, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and recordkeeping.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for fiscal operations.
- Participates in the hiring of assigned staff; trains staff in accounting, auditing, and budgeting policies and procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial discipline and other personnel decisions.
- Participates in the development and administration of the annual budget for assigned departments or HHS; participates in the forecast of additional funds for staffing, equipment, materials, and supplies.
- Maintains and reconciles a variety of ledgers, reports, and accounting records, including payroll; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system

- processing.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned departments or programs, service delivery methods, and procedures; assesses and monitors workload, administrative and technology support systems, and internal reporting relationships; establishes internal controls.
- Ensures financial reporting, budgeting, purchasing, accounting, and auditing processes and procedures are in compliance with federal, state, County, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Assists various federal, state, and private auditors in the audit of departments or agency financial records; may be responsible for preparation of the Schedule of Expenditures of Federal Awards; interprets and applies legal and administrative concepts for audits to various accounting functions.
- Prepares a variety of complex analytical, statistical, and narrative reports and correspondence required by the County, assigned departments, or HHSAs, and federal, state, and private agencies.
- Consults with and advises assigned departments or HHSAs staff regarding accounting and financial and technical procedures and legal requirements.
- Reviews existing and proposed local, state, and federal legislation/regulations for impact on the department program activities.
- Administers contracts, ensuring compliance with all legal and contractual requirements.
- Provides highly complex staff assistance to the Chief Fiscal Officer; develops and reviews staff reports and other necessary correspondence related to assigned activities and services.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting.
- Monitors changes in fiscal regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval; facilitates meetings and workshops to present legislative or requirement changes and their impact to operations.
- Serves as a liaison for the County departments, HHSAs, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and methods, including goal setting, policy and procedure development, and program and budget development and administration.
- Principles, practices, and terminology of general fund and government accounting and budgeting.
- Principles and practices of both internal and external audits, including internal financial control methods.
- Principles and practices of payroll administration.
- Principles and practices of business data processing, particularly related to the processing of accounting information.
- If assigned to HHSAs, applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to HHSAs financial operations including, but not limited to, the Code of Federal

Regulations, Department of Health Care Services, Community Services and Development, Department of Aging, Public Health, Social Services, and Centers for Medicare and Medicaid Services.

- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned programs, HHSA, and the County.
- Audit a variety of internal documents, procedures, and reports.
- Analyze, balance, review, interpret, and reconcile financial reports and transactions.
- Ensure proper authorization and documentation for disbursements and other transactions.
- Understand, interpret, and explain all pertinent laws, codes, regulations, policies and procedures, and relevant standards.
- Establish and maintain internal controls.
- Analyze complex problems, evaluate alternatives, and make sound judgments and recommendations within established guidelines.
- Plan, coordinate, implement, and evaluate the effectiveness of assigned programs.
- Effectively represent the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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 accounting, finance, or a closely related field;

AND

Two (2) years of supervisory experience over progressively responsible professional accounting, budgetary,

and/or auditing functions.

Public sector experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

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 material 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 10 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 agency/department policies and procedures.