



NOVEMBER 2020
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0329

AGENCY CHIEF FISCAL OFFICER

DEFINITION

Under general direction, maintains budget, fiscal control, accounting, audit, and related administrative and reporting systems for an agency or multiple 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 general direction and supervision over management, 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 the budget, fiscal control, accounting, audit, and related administrative and reporting systems for an agency or multiple departments. 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.

This class is distinguished from the Chief Fiscal Officer in that the latter has overall management and administrative responsibility for budgets, fiscal controls, accounting, and audits for a single department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Administers the fiscal and administrative responsibilities for an agency's or multiple department's programs, including grant funded programs.
- Plans, organizes, directs, and coordinates fiscal system planning, control, audit, billing, and accounting programs.
- Manages, through subordinate staff, the formulation and administration of agency, department, and division budgets, grants, contracts, procurement, and/or human resources 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 Agency/departments, 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 agency or multiple departments.
- Manages staff in identifying and analyzing program administration problems and develops solutions.
- Studies and evaluates accounting procedures of the agency or multiple departments 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 agency's or multiple department's budget by assembling and directing the compilation of financial data.
- Reviews and presents to management financial and statistical analyses on status of funds showing expenditures, balances, and relationship to appropriations.
- 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's Office regarding, for example, reconciling records and closing the fiscal year accounting records.
- Prepares complex and technical financial reports as required by the funding sources and as requested by a Director or other management positions.
- Develops cost allocation rates including agency or multiple department indirect cost rates in accordance with federal or state requirements.
- Ensures effective coordination of activities with other County departments, divisions, units, and outside agencies.
- May represent a department head in committee meetings and serve on community-based committees as appropriate.
- Responds to the most sensitive and difficult fiscal/budgetary complaints and requests for information.
- Prepare letters, memos, board items, and other documents related to fiscal 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.
- 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.
- General and advanced accounting principles, practices, and procedures.
- Methods and procedures of governmental accounting, including grant administration, budget preparation, and internal control.
- Principles and practices of public and business administration.
- Governmental functions and organization.
- Agency/department program goals, requirements, and operations.
- Cost accounting practices and procedures.
- Auditing principles, practices, and procedures.
- County, state, and federal laws pertaining to accountability of agency/department funds.
- 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 working 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 to communicate effectively both orally and in writing.
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the agency/department.
- Plan, organize, direct, and coordinate complex fiscal program and administrative functions.
- Analyze accounting, administrative, and program data accurately; draw sound conclusions; and adopt an effective course of action.
- Timely revise 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 agency/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 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:

- 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 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 agency/department policies and procedures.

WORKING CONDITIONS

If assigned to a Law and Justice Department, incumbents must pass a thorough background investigation.