

FISCAL SERVICES MANAGER

DEFINITION

Under general supervision of the Associate Director of Fiscal & Management Services, responsible for provision of direction for the accounting functions of the department; supervision of accounting staff; monitoring of purchase of service contracts; provision of direction of annual audit reviews; management of fiscal transactions, financial reporting and federal and state grants and the performance of other duties as assigned.

EXAMPLES OF DUTIES

Monitor accounting operations of the department; review all journal entries and accounting transactions; monitor various monthly, quarterly and year-end reconciliations; review trust accounts; monitor the reconciliation of year-end accounts; provide supervision to accounting staff; ensure the purchase of service (POS) contract processing follow purchasing guidelines; direct annual audit review process; coordinate and provide financial reporting and documentation required by state and federal reporting agencies; and provide technical assistance to division/program managers and POS agencies.

EMPLOYMENT STANDARDS

Education and Experience: Requires a combination of training and experience equivalent to a Bachelor's degree in Accounting or Business/Public Administration or related field. Plus, a minimum of three years of professional level experience performing varied and responsible accounting or business management work involving the use of electronic data processing systems and one year of experience in the supervision of accounting staff.

Knowledge, Skills and Abilities: Thorough knowledge of accounting principles and practices; broad knowledge of principles and practices relating to personnel administration, budgeting, purchasing and electronic data processing applications; knowledge of supervisory techniques and methods; oral and written communication skills; ability to learn and apply complex state and county guidelines relating to accounting, personnel, purchasing and management information reporting systems; and ability to work effectively with other managers in a coordinated and supportive role.

SPECIAL REQUIREMENTS: None