FISCAL MANAGEMENT SPECIALIST

Reports To: Fiscal Manager
FLSA status: Exempt

Position Purpose
Working under minimal supervision of Fiscal Manager or designee, the Fiscal Management Specialist is responsible for planning, managing, assisting and/or overseeing activities including billings, collections, cash draws, deposits, or disbursements of grant funds. Ensures that reports and reconciliations are prepared in a timely and accurate manner. Checks the accuracy and consistency of data to ensure that disbursements are made against the proper fund source, program year and within contractual obligation limits. Compiles transaction data from accounting records and prepares financial reports pertaining to multiple accounts. Analyzes current and/or required procedures to provide advice and assistance concerning payment or billing processes. Validates current processes with respect to regulatory requirements. Analyzes budgetary and financial data to develop multi-year grant budget estimates. Identifies and analyzes trends in receipts, obligations, and expenditures of funds to ensure compliance with program objectives and availability of funds. Provides full support to federal and state grant monitors and external auditors.

Dimensions
The Fiscal Management Specialist works with a variety of financial, program and management staff. Requires the ability to communicate effectively with government officials and contracting agencies. Work is performed under minimal supervision and requires advanced financial management capabilities.

Principal Accountabilities
Administer the financial aspects of a grant portfolio, ensuring the accountability of the appropriate use of federal/state funds.

Identify and analyze trends in the use of funds and recommend adjustments requiring reprogramming actions or adjustment of program activities.

Prepare financial documents, requisitions, amendments, reporting statements, and all other documents required for financial compliance with agency and program regulations, applicable federal management circulars, and official federal and state memoranda.

Regularly analyze grant budgets as compared to actual revenue and expenditures. Ensure supportable cost allocation for expenditures and develop appropriate methods to ensure timely receipt and disbursement of grant funds.

Provide program staff with data to ensure full compliance with grant conditions, budgetary limits, and optimal utilization of public resources. Prepare supplemental financial analyses for program planning and future grant initiatives.

Analyze relevant financial resources, data, and reporting/accounting systems, and develop and recommend timely solutions to ensure compliance or improve fiscal operations.

Maintain a fully accessible, comprehensive filing and recordkeeping system.

Reconcile obligations and payments to a large volume of vendors.

Provide program managers an open obligations report on a regular basis.

Provide support and assistance to the Fiscal Manager as required.

<u>Professional Requirements</u>

Requires a bachelor's degree in business administration, finance or accounting with three years of specialized public sector experience preferred.

Requires knowledge of financial management principles and concepts and the ability to analyze and oversee grant financial resources.

Requires the ability to use technology and financial management systems and other office automated software applications and tools designed to record and capture financial data.

Requires the ability to communicate clearly, concisely, and informally, verbally and in writing. Ability to respond to sensitive situations which may affect a diverse audience or group.

Requires the ability to review proposed and current budget data for compliance with policies/regulations.

Requires skill in quantitative analysis techniques to determine changes in grant programs and priorities.

Requires the ability to work with internal and external partners to achieve positive results and to collaborate across multiple program functions.

10/12