

## **Fiscal Manager**

**Reports To:** Chief Operating Officer  
**Supervises:** Fiscal Specialists I, II and III  
**FLSA status:** Exempt

### **Position Purpose**

Responsible for the development, operation, and maintenance of an automated financial accounting and budgeting system under the supervision of the Director of Finance and Operations, as well as daily supervision of fiscal support staff. Responsible for fiscal compliance with all federal, state and local accounting, auditing and reporting requirements specific to governmental contracting agency and internal county policy. The position is responsible for maintaining a complex and highly technical set of supporting documents required to appropriately account for over 80 grant programs in accordance with varying fiscal years and program periods. Requires ability to work closely with governmental fiscal agents and prepare sophisticated financial reports and analyses as needed.

### **Dimensions**

Supervises a staff of four fiscal specialists responsible for payroll and accounts payable processing, cash management, inventory control, and financial reporting.

Oversees automated payroll system for 180 person staff (~ \$5.0M annually)

Supervises accounts payable processing for ~4,000 vouchers annually (~\$3.0M) within four funds and over 100 designated departments. Responsible for ensuring appropriate expense allocations according to grant/contract conditions.

Supervises financial accounting and reporting for a \$7.0M economic development revolving loan portfolio.

Responsible for grant financial management for over 80 federal, state and local programs including budgeting, time and expense allocation, administrative cost recovery and revenue reimbursement.

Assists departmental managers in the development and implementation of grant budget proposals.

Responsible for maintaining a comprehensive financial operations manual in accordance with external funding agency requirements and generally accepting accounting and budgeting practices.

Prepares projections for grant close-out documents and ensures full cost recovery.

Prepares analyses of administrative and fringe benefit expenses, monthly reconciliation to the general ledger, and other subsidiary reports for internal management.

Ensures timeliness of financial reports for positive cash flow maintenance including implementation of electronic funds transfers where appropriate.

Plans, assigns, reviews, and coordinates duties of financial specialists and develops training in payroll, accounts payable, and processing methodologies.

Assists in the development and monitoring of the agency's annual budget and prepares amendments and transfers as appropriate.

Assists management in the interpretation of financial regulations and procedures to ensure audit compliance.

Acts as primary liaison to governmental and external audit staff preparing supporting schedules and documentation.

### **Nature and Scope**

The Fiscal Manager reports to the Director of Finance and Operations.

The incumbent supervises and trains fiscal staff and oversees work quality, approval of time and expenses reports, preparation of staff evaluations, time off, staff travel, conferences and continuing professional development opportunities.

The Fiscal Manager must develop and maintain close working relationships with internal staff as well as government fiscal agents and policymakers.

As needed, the Fiscal Manager reviews procedures, recommending changes to promote efficiencies within policy and funding constraints.

The incumbent prepares project and /or subsidiary reports and spreadsheets for program managers as needed.

Incumbent may participate in and/or lead special projects as assigned or approved by the Director of Finance and Operations.

### **Required Knowledge**

Bachelor's Degree in accounting, finance, business or related field and 3-4 years of relevant experience. Master's Degree preferred.

Thorough knowledge of modern accounting principles, practices and methods, supervisory and management techniques, and the ability to use applicable financial software within a wide range of governmental programming.

Ability to plan, prioritize and manage multiple projects within strict time constraints. Ability to interpret complex governmental regulations and design and implement financial processes necessary for compliance.

Ability to prepare and present detailed financial reports for policy board review.

Ability to establish and maintain working relationships with agency employees and government officials. Ability to communicate effectively both in oral and written communications.

Ability to delegate tasks to subordinates.

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