

CLASS SPECIFICATION



CLASS: Administrative Services Financial Manager
ALLOCATION: Administrative Services Department
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: July 2022

JOB SUMMARY:

Under general direction, plans, organizes, directs and manages all budget and fiscal activities for the Administrative Services Department; makes recommendations for administrative and financial policy decisions as part of the Department's management team; supervises, trains, and evaluates fiscal and administrative staff; and performs other duties as assigned.

CLASS CHARACTERISTICS:

This single management classification reports directly to the Director of Administrative Services. The scope, magnitude, complexity of duties and consequence of error, of this position requires a high degree of independent judgment, initiative, analytical reasoning, and decision making. As part of the Department's management team the incumbent provides critical fiscal analysis, and makes recommendations and projections regarding complex budgetary and fiscal issues and the potential impacts to the Department. This position directs, trains, and supervises fiscal and administrative staff. The Administrative Services Financial Manager is distinguished from the Director of Administrative Services in that the latter has overall responsibility for the Department.

EXAMPLES OF DUTIES:

Essential:

Fiscal Management

- Plan, organize, direct and manage all fiscal activities for the Department including budget preparation and monitoring, fiscal and program analysis, financial reporting, accounting functions, audits, revenue development, expense reduction, and trust accounting.
- Make recommendations regarding the development of the Department's fiscal priorities, goals and policies as a member of the Department's management team.
- Serve as an advisor and consultant to Department managers on fiscal matters such as budget preparation, revenue and expense reports, forecasting of revenues, expenditures and resource needs.
- Plan, prepare, develop and monitor departmental midyear and annual budget; explain budget documents, budget line item narratives and quarterly financial reports to management.
- Monitor expenditures and revenues; prepare expenditure and revenue projections, prepare budget forecasts and other financial planning reports and make recommendations to management.
- Prepare monthly and yearly closing financial reports, yearly encumbrance and capital expenditure requests and yearly Single Audit Statement of Federal Award.
- Assist with contracts including identifying funding sources, and monitors contract invoices and expenditures.
- Coordinate with applicable department program on grant applications, identifies source for matching fund requirements; monitors grant funds, grant revenue, and grant expenditures.
- Assist with procurement and preparing contracts.

Staff Supervision

- Plan, organize, assign and evaluate the performance of subordinate staff; develop performance standards, provides direction and coaching through regular feed back sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues
- Work to resolve problems; propose and administer discipline.
- Participate in the interviewing and selection of staff.
- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.

Administrative

- Develop and implement division goals, objectives, policies and procedures; direct and develop work plans, projects, programs; review and evaluate work products and methods.
- Develops, implements and manages special projects as assigned.
- May be required to give presentations to various governmental bodies.

- Manages the administrative support functions for the Department including front counter reception and processing mail.

Important Duties:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a County or personal motor vehicle to attend meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

Fiscal Management

- Advanced principles, methods, and procedures of budget preparation and control
- Fiscal administration, analysis and forecasting techniques in a public agency
- Methods and techniques of public financing
- Principles and practices of auditing and reconciling financial documents and records
- Principles and practices of governmental accounting, auditing, budgeting processes, budget analysis, formulation and control, and complex financial systems development and operations
- Financial statement preparation

Staff Supervision

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development and discipline.

Administrative

- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Policy development and implementation
- Computer applications related to the work.
- Correct business English usage

Skill in:

Fiscal Management

- Planning, organizing, directing and evaluating the financial operations of a complex, centralized department including developing and implementing goals, objectives, policies, procedures and work standards for the financial function
- Preparing and directing the preparation of multiple, complex departmental budgets; complex and diverse claiming processes and audit reviews
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans
- Effectively analyzing and evaluating complex financial and budgeting problems and implementing effective solutions
- Developing new policies and procedures as necessary to improve administrative and financial processes and implement changes required by laws and regulations
- Interpreting and applying provisions of new legislation, rules and regulations pertinent to the fiscal administration of a public agency
- Interpreting, applying and explaining complex laws, regulations and procedures
- Managing multiple budget priorities and situations concurrently
- Establishing and maintaining effective working relationships with county staff, auditors, public agencies, boards and commissions as necessitated by requirements of the job

Staff Supervision

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff; providing direction and coaching through regular feedback sessions; creating individual development plans with employees; discussing job performance problems to identify causes and issues, and to work on resolving problems; initiating performance improvement plans; and proposing and administering discipline.
- Assisting in the interview and selection of staff; designing and implementing various organizational development and employee training programs, managing staff training.
- Directing the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.

Administrative

- Project management
- Maintaining accurate records and files
- Preparing clear, accurate reports, correspondence and other written materials
- Assisting in the development and implementation of department goals, objectives, policies and procedures

Ability to:

Fiscal Management

- Effectively manage and perform all aspects of budget analysis, preparation and monitoring for the department's highly complex and large budget that includes multiple programs, regulations and funding sources
- Analyze and make effective recommendations regarding financial and accounting procedures
- Develop, implement and administer a multiple accounting control, fund disbursement and fiscal reporting system
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the Department's fiscal situation

Staff Supervision

- Effectively manage, train, develop and motivate subordinate staff

Administrative

- Establish and maintain effective working relationships with those encountered during performance of assigned duties
- Effectively represent the department before the Board of Supervisors, County administrator, and other entities and organizations as required
- Work extended hours during budget cycles
- Communicate information and ideas in a manner others will understand
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification
- Prepare clear, concise and organized written reports, correspondence and other materials
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal problems.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Work within a team framework, both as a leader and a member.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Mobility to drive a motor vehicle

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting
- May be required to travel to various worksites or locations
- Occasionally may be required to travel; attend meetings or conferences outside of normal business hours

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within ten (10) days of employment, and maintain throughout employment

Special Requirements:

- Work extended hours during certain times such as budget preparation periods
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire
- DMV printout prior to hire
- Will be required to file statements of economic interest with the Yuba County Clerk/Recorder
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: A Bachelor's Degree with major course work in accounting, business administration, public administration, finance or a field related to the work AND five (5) years of progressively responsible professional experience performing accounting, budgetary or financial analysis which has included at least two years in a supervisory or management capacity. Candidates with strong experience who lack the degree are encouraged to apply

PREFERRED: In addition to the above minimum requirements, fiscal and supervisory experience in a public agency setting that would have provided the required knowledge and skills is preferred.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____