



FISCAL SERVICES MANAGER

Department: Multiple
Job Class #: 152500
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

The Fiscal Services Manager is responsible for the independent planning, designing, implementing of fiscal services, programs, projects and policies which comply with the department's policies and legal requirements. This position may involve highly technical accounting work and supervisory responsibilities. Work is typically performed under the general direction of the department head; however the employee is expected to exercise independent judgment, and make decisions within established policies and procedures. If existing guidelines may not be clearly applicable, the employee is expected to exercise creativity and judgment in adapting standards, methods and procedures to handle various circumstances. Work is reviewed by the director through supervisory conferences, reports, and by overall evaluation of results achieved.

TYPICAL DUTIES/RESPONSIBILITIES

- Coordinates and supervises all aspects of department budget.
- Assists in hiring of fiscal staff.
- Supervises and coordinates activities of fiscal support employees.
- Responsible for coordination and implementation of staff training and supervision.
- Determines work procedures and schedules and methods of expediting work flow.
- Supervises data collection for the preparation of financial reports on departmental activities.
- Controls expenditures in accordance with budget allocations.
- Reviews proposed expenditures to determine compliance with allocated budget expenditures and recommends approval or disapproval of expenditures while keeping department head informed.
- Provides information and advice concerning specialized or technical services required by fiscal staff.
- Analyzes operating procedures to devise most efficient methods of accomplishing work.
- Recommends implementation of new financial systems and may install system and train personnel in application.
- Assists in development of request for proposals and provides budget support.
- Recommends subordinates for reassignment, promotion, transfer.
- Prepares and conducts employee performance evaluations.
- Ensures internal audits of fiscal records are conducted and participates in provider audits and site visits.
- Prepares annual budget for the department head's approval, and submission to County Executive and Council.
- Performs other related tasks as assigned.

Clerk's Office Only:

- Supervises collection of statutory fees and fines to be held in separate trusts as directed by court order, receipt and disbursement of funds and child support payments.
- Responsible for maintaining accountability of superior and juvenile court fees, fines, investments.

FISCAL SERVICES MANAGER

Classification Description – Pierce County

Page 2

- Establishes investment accounts per court orders for individuals involved in litigation with financial institutions in Pierce County.
- Coordinates with the Office of the Administrator for the Courts relative to Receipt Accounting System procedures and accounting module implementation to the SCOMIS computer system.
- Attends and participates in meetings and training sessions of Washington Association of County Officials, Washington Association of County Clerks and others as determined by the Clerk.

Human Services Only:

- Establishes investment accounts where applicable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of accounting principles, theories, concepts and terms.
- Considerable knowledge of the principles and practices of office management and supervision of standard record maintenance procedures applicable to the specialized functions of the department.
- Knowledge of general office practices and procedures.
- Knowledge of municipal government administration.
- Knowledge of computer applications, data base management, and spreadsheet applications.
- Knowledge of applicable WACs and RCWs.
- Ability to plan, develop and maintain departmental budget.
- Ability to plan, direct, coordinate and evaluate the activities and performance of subordinates.
- Ability to establish and maintain effective working relations with co-workers, public and private officials, other unit managers, clients, providers, and the general public.
- Ability to supervise the maintenance of complex fiscal records, ensure backup documentation, and prepare periodic reports from such records.
- Ability to assess problem areas in light of existing policies and RCWs and to make sound procedural recommendations for their resolution.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with major course work in accounting, business or public administration and four or more years of related experience which includes at least one year in a supervisory/lead capacity. Any combination of experience/education which would clearly indicate the ability to perform the duties of the position will substitute for the recruiting requirements.