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## **FISCAL SERVICES OFFICER**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews, and participates in the daily operations and activities of a variety of accounting functions, including auditing, analyzing and verifying financial records, preparing financial and statistical reports, overseeing payroll, providing information to staff regarding accounting practices and procedures, and reconciling general ledger accounts; prepares year-end audit reports and schedules; provides technical and responsible support to the Assistant General Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant General Manager. Exercises general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a mid-management classification that provides professional support relative to the fiscal functional area within the Authority with significant cross-departmental influence. Positions at this level oversee, direct, and participate in all activities of Fiscal Services, including short-and long-term planning, budget preparation, administration, and reporting, and the development and administration of unit policies, procedures, and services. This class provides assistance to the Assistant General Manager, General Manager, Board of Directors, and the Authority management team in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work includes performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility and requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Fiscal Services and information technology programs; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
- Oversees Authority accounts payable, accounts receivable, and payroll activities; provides professional and technical assistance in the administration and implementation of the Authority's auditing and accounting programs, including financial statements, general ledger, monthly statements, and special projects accounting.
- Reviews journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, and accounts receivable; ensures expenses are allocated to

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### Fiscal Services Officer

- appropriate funding sources; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares monthly financial and statistical reports.
- Oversees and participates in the compilation and preparation of Authority budget, including providing salary and benefits data, revenue and expense projections, monitoring expenditures and recommends adjustments as necessary, and preparing and updating cash flow and projections.
  - Oversees the management of the contract management and procurement process; provides guidance on and ensures compliance with Authority policies and procedures and regulatory and contractual requirements; reviews, interprets, and approves contract language, requirements, and documentation; consults with legal and provides resolution and direction on complex procurement and contracting related issues.
  - Manages and participates in all activities related to the Authority's payroll function, including the administration of the Authority-wide time-and-attendance system, preparation and review of related quarterly and annual tax reports, forms, and returns, implementation of periodic salary and benefit changes, preparation of a variety of reports and schedules, and payroll ledger reconciliation; ensures compliance with applicable Federal, State, and local laws, rules, and regulations.
  - Works directly with the external auditors to facilitate the year end audit; prepares audit schedules and reports for external auditors; ensures availability and accuracy of required reports and documentation; sends out notifications to appropriate parties.
  - Analyzes and reconciles expenditure and revenue accounts, including land acquisition worksheets, capital assets, and long-term debt funds; verifies availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; processes appropriation transfer requests between accounts; reconciles bank statements to the general ledger; prepares custom reports, graphs, and schedules as needed.
  - Prepares and administers budgets for the Authority's Fiscal Services program including Information Technology; forecasts additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; and makes recommendations for program development including staff development, training, and equipment upgrades.
  - Oversees the Authority's Information Technology strategies, policies, and practices including leading IT projects and providing advanced desktop support as needed; provides training on cybersecurity protocols; approves equipment upgrades and procurement; and assists in the selection and implementation of new accounting and payroll systems and/or modification to existing systems.
  - Analyzes financial data and prepares a wide variety of financial reports and statements; prepares reports taken to the Board of Directors and various other committees and boards; assists the Assistant General Manager with special projects as required; prepares staff reports for a variety of interdisciplinary committees and boards as requested.
  - Coordinates technical and financial information and communications with other departments and external agencies regarding auditing, payroll, and accounting issues; interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the Authority.
  - Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting; prepares reports of changes to management and provides recommendations on implementation and impact of changes.
  - Performs other duties as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of public and governmental accounting and financing, including general accounting, payroll, auditing, funding sources, and reporting functions and their application to Authority operations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices and procedures of budget development, administration, and accountability.
- Principles, practices, and techniques used in contract administration, compliance, and evaluation; procurement and purchasing; and information technology programs.
- Business arithmetic and advanced financial and statistical techniques.
- Computerized accounting and finance systems and computer software and systems related to accounting and payroll processes.
- Methods and techniques for the development of technical presentations, contracts, business correspondence, reports, and information distribution.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the Authority's personnel policies and procedures and related contracts and documents.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct general accounting, payroll, auditing, and reporting functions and activities.
- Analyze financial data and draw sound conclusions.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

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### Fiscal Services Officer

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the Authority in meetings community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and five (5) years of responsible professional public sector accounting experience.

### **Licenses and Certifications:**

- None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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EFFECTIVE: September 2021  
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