

FISCAL SERVICES MANAGER

Definition:

Under general direction plans the work of and manages the Fiscal Services Division of the Administrative Services Department; provides highly responsible and complex managerial support to the Director of Administrative Services; establishes and ensures adherence to departmental accounting/budget standards and internal financial controls; is responsible for the completion of the budget and annual financial statements for the City and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assists in the formulation and implementation of department goals, policies, and procedures ensuring adherence to industry best practices and standards.

Reviews a wide variety of financial records to include cash receipts, disbursements, accounts receivable and payroll records. May assist City Treasurer in the investment of City funds.

Manages the selection, training, supervision and evaluation of division employees; plans and assigns the work of assigned personnel.

Prepares, manages and plans the division budget and participates in the review of requests for City-wide budget adjustments during the fiscal year.

Analyzes data and participates in the development and implementation of long-term and short-term fiscal forecasting models of City revenues and expenditures.

Works with the Director of Administrative Services in overseeing the preparation of the City budget and comprehensive annual financial reports.

Consults with management staff on budget and Capital Improvement Program matters.

Reviews and directs cash flow, proposed debt service payments and fund balance payment plans.

Coordinates and oversees audits conducted by independent auditors and internal audits and evaluates monthly and annual budget variances.

Develops proposals for changes to the budget format processes and related systems; provides technical expertise to staff and other City departments.

Coordinates, reviews, and participates in the preparation of periodic and annual financial reports for submission to the City Council, Federal and State agencies, financial institutions and City departments including the Comprehensive Annual Financial Report (CAFR).

Assists with the refunding and management of debt issuance.

Oversees and manages the payroll program; maintains current knowledge of Fair Labor Standards Act (FLSA) regulations specifically with respect to overtime for sworn and civilian personnel.

Attends meetings and conferences, makes oral presentations and serves on various committees.

Operates a personal computer and uses applicable software.

Participates in meet-and-confer activities as needed and estimates costs and implements accounting changes associated with collective bargaining agreements.

Maintains current knowledge of industry practices and procedures as well as appropriate laws and their applications and complies with procedures required by State laws as applicable.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and moves accounting records and other office items weighing 30 pounds or less.

Class Characteristics:

Fiscal Services Manager is a confidential division manager position within the Administrative Services Department. The incumbent is responsible for managing the staff, expenditures and operations of the Fiscal Services Division. This position has broad responsibility for administration of division activities.

Contacts and Relationships:

The Fiscal Services Manager supervises support staff as assigned. Contacts are established and maintained with a wide variety of individuals and sources to include Administrative Services Department staff, other City staff, City Council and vendors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Research techniques, financial analyses, report preparation and forecasting methods.

Applicable regulations governing public disclosure requirements and financial reporting practices.

Federal, State and local laws, regulations, and ordinances governing fiscal operations and financial reporting requirements.

Computerized financial accounting systems and other computer applications as they relate to area assigned.

Effective supervisory techniques.

Effective methods of making oral and written presentations.

AND

Ability to:

Establish accounting standards and procedures and financial controls, evaluate the effectiveness of accounting systems/financial reporting practices and recommend changes using sound independent judgment.

Direct the development of data processing programs for financial and accounting applications.

Communicate effectively verbally and in writing including making public presentations and preparing comprehensive written reports.

Establish and maintain effective relationships with those contacted in the course of work.

Maintain the confidentiality of sensitive payroll and employee relations data.

Analyze data, make sound recommendations and use independent judgment and initiative to carry out required assignments.

Maintain financial records and investment data as required and prepare clear and accurate financial reports.

Interpret and apply applicable laws and City and departmental rules/regulations.

Coordinate activities with other City departments/divisions.

Plan, organize and prioritize projects and tasks to adhere to multiple deadlines and handle multiple projects.

Train, supervise and evaluate the work of assigned staff.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelor's Degree in Accounting, Business Administration, Finance, Public Administration or a related field from an accredited college or university.

AND

Experience:

Five years of responsible public sector finance experience, to include two years of supervisory experience in either the public or private sector.

Special Requirements:

The City of Fullerton's Conflict of Interest Code requires that the Fiscal Services Manager file financial disclosure statements in accordance with State and local laws.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment. Work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. The incumbent walks, stands, kneels, bends, stoops, reaches and may grasp and lift accounting records and other office items weighing 30 pounds or less and drives a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised December 2014

Revised August 2002

Revised November 1996