FISCAL SERVICES MANAGER

Definition:

Under general direction plans the work of and manages the Fiscal Services Division of the Administrative Services Department; 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 both the City and the Redevelopment Agency 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:

Establishes accounting and budget systems.

Reviews ledgers for accounts payable, accounts receivable and payroll functions.

Reviews a wide variety of financial records to include cash receipts, disbursements, accounts receivable and payroll records.

Initiates accounting adjustments as required for quarterly and annual reporting purposes.

Manages the selection, training, supervision and evaluation of division employees.

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 makes forecasts of City revenues and expenditures.

Oversees 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.

Oversees internal audits and evaluates monthly and annual budget variances.

Develops proposals for changes to the budget format processes and related systems.

Coordinates, reviews and participates in the preparation of financial reports for submission to the City Council, Federal and State agencies, financial institutions and City departments.

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 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:

Generally accepted governmental accounting principles and practices.

Municipal accounting systems to include budget preparation and financial reporting practices.

Internal accounting standards and financial controls.

Research techniques, financial analyses and forecasting methods.

Applicable regulations governing public disclosure requirements and financial reporting practices.

Public Employees Retirement Act, timekeeping and reporting requirements.

Legal issues related to areas of responsibility to include Federal and State income tax and sales tax laws, deferred compensation accounting requirements and the Fair Labor Standards Act.

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.

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

Communicate effectively orally and in writing.

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.

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 Bachelors Degree in Accounting, Finance or a closely related field from an accredited college or university.

AND

Experience:

Five years of responsible professional experience at the Accountant II level or higher in a public sector setting, to include some computerized financial experience and two years of supervisory experience.

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.

Other: Certification as a Certified Public Accountant is preferable but not required.

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.

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