



## Salt Lake County Job Description

### Assistant Fiscal Manager

**DEPARTMENT:** Organization-wide

**DIVISION:** 0000

**JOB CODE:** 111 **GRADE:** 016

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 01/01/2014

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Monitors Division budgetary conditions to ensure compliance with annual Division expense and revenue commitment. Develops procedures and systems to inform and assist Organization and Division management in annual budget planning and development and budget adjustments.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting or other closely related field with completed coursework through Intermediate Accounting, plus four (4) years of closely related experience; OR an equivalent combination of related education and experience. Education and experience may not be substituted for the required Intermediate Accounting coursework.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Prepares Division monthly budget monitoring summary reports.
- Prepares, administers, monitors Division Administration budget.
- Prepares year-end budget reports for management to ensure budget compliance.
- Prepares all Division journal entries for approval by Fiscal Manager.
- Monitors and tracks Division revenue, including grants.
- Prepares Division revenue comparisons & analysis for annual budget.
- Administers Division purchase card system for all employees.
- Prepares monthly cash receipts reports for Division management.
- Prepares AFIN/Cash receipts reconciliation for management review.
- Reviews imprest account reconciliations for correctness.
- Develops reporting methods and prepares Division Service Level and Volunteer summaries.
- Manages District Attorney's collection process.

- Reviews and signs checks and reimbursements for Divisions contractor accounts.
- Serves as a backup for the independent contractor's account.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Local government, personnel and payroll practices and procedures
- Accounting, budget management and fiscal principles and methods
- General office procedures and methods

#### **Skills and Abilities to:**

- Apply good organizational skills
- Communicate and work well with others
- Work independently and make professional decisions
- Perform mathematical and accounting computations
- Use a 10-key, keypad, or adding machine
- Use a personal computer word processing and spreadsheet programs
- Solve a variety of complex mathematical and accounting problems
- Relate to individuals of diverse social, economic, and ethnic backgrounds and be able to satisfactorily respond to their concerns and problems.
- Follow verbal and written instructions
- Communicate effectively both verbally and in writing
- Respond effectively and capably in stressful situations

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 08/07/2015 AB