



Salt Lake County Job Description

Admin & Fiscal Manager

DEPARTMENT: County-wide

DIVISION: 0000

JOB CODE: 98 **GRADE:** 17

FLSA STATUS: Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 10/30/2015

JOB SUMMARY

Manages the accounting and fiscal operations for the Division. Oversees the budget development and management process. Supervises staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Finance, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required two (2) years of supervisory experience.

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.

- Manages and oversees the agency's fiscal operations for accounting and financial processes.
- Processes and/or supervises agency payroll and personnel actions.
- Coordinates facilities issues for the agency.
- Coordinates agency disaster preparation and continuity of operation plan.
- Develops management systems that measure and monitor decision and section costs, revenue generation and projections, and fiscal efficiencies.
- Prepares and monitors annual expense and revenue budgets. Compiles and monitors budgets. Prepares interim budget adjustments for personnel, operations, and project budgets.
- Oversees the accounts receivable, accounts payable, asset tracking, and purchasing functions. Acts as the division liaison for internal and external audits.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Ensures Division's fiscal operations are in compliance with applicable rules and regulations by implementing and reviewing internal controls and performing generally accepted accounting principles through internal controls.
- Processes journal entries and performs monthly reconciliations.
- Manages accounting functions for grant funds. Monitors receipts and expenditures of grants and contracts and prepares the annual single audit.
- Acts as the division's fixed and controlled asset manager.

- Performs periodic internal audits of revenue receipting procedures.
- Oversees records/archive management.
- May oversee and/or perform development and maintenance of office website.

Youth Services

- Prepares grants and contract billings. Audits grants and contractual expenses.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- General, government, and cost accounting principles, methods, and techniques
- Effective budgeting principles, methods, and techniques
- Government finance standards for budget reporting and disclosures
- Statistical theory and applications
- Utah Code and related federal regulations
- Revenue forecasting practices
- Effective supervision principles and practices

Skills and Abilities to:

- Provide technical and policy leadership and direction
- Prepare and present financial reports and documentation
- Use computer software related to job specific duties
- Perform economic forecasting
- Perform financial analysis and interpretation
- Effectively use financial database programs
- Analyze and make recommendations for procedures and financial processes

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:10/30/2015/AP