



Salt Lake County Job Description

Admin & Fiscal Manager II

DEPARTMENT: Organization-wide

JOB CODE: 842 **GRADE:** 018

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: 0000

FLSA STATUS: Exempt

EFFECTIVE DATE: 10/30/2015

JOB SUMMARY

Manages complex accounting and fiscal operations for the Division. Oversees the high-dollar budget development and management process. Supervises staff. Serves as an advisor to the agency head/management team on complex financial, budgetary, and other relevant administrative functions.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Finance, or other closely related field with completed coursework through Intermediate Accounting, plus six (6) years of related experience performing complex accounting duties, of which two (2) years must have been supervisory or in an administrative capacity; 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 multiple higher-level organization fiscal operations for accounting and financial processes.
- Manages agency payroll and personnel actions.
- Identifies, plans, and implements fiscal and administrative goals and objectives for the agency. Develops strategies for the successful achievement of goals and objectives.
- Coordinates agency disaster preparation and continuity of operation plan.
- Develops management systems that measure and monitor decision and section costs, revenue generation and projections for multiple funding types, and fiscal efficiencies.
- Manages annual expense and revenue budgets. Compiles and monitors multiple high dollar budgets. Prepares interim budget adjustments for personnel, operations, and project budgets.
- Acts as the division liaison for internal and external audits.
- Oversees the accounts receivable, accounts payable, asset tracking, long-term debt or capital leases, payroll costs, and purchasing functions across multiple funds, proprietary funds, or both.
- Supervises multi-level 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, regulations, statutes, laws, policies and generally accepted accounting principles for governmental accounting by implementing and reviewing internal controls and performing verification and review procedures.
- Performs in-depth analysis for complex journal entries and monthly reconciliations.
- Manages accounting functions for high dollar grant funds. Monitors receipts and expenditures of grants and contracts and prepares the annual single audit and other grant schedules.
- Manages Proprietary funds and complex fee structures for full cost billing.
- Manages tracking and accounting for Capital Projects.
- Acts as the division's fixed and controlled asset manager. Supervises multiple sites cash handlers and Capital & Controlled Assets Locations.
- Performs periodic internal audits of revenue receipting procedures.
- Oversees records/archive management and contract administration.
- Manages office website and subsystems.
- May prepare grants and contract billings. Audits grants and contractual expenses.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

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

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 complex economic forecasting
- Perform complex 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: 05/01/2017 GB