



## Salt Lake County Job Description

### Admin & Fiscal Manager I

**DEPARTMENT:** Organization-wide

**JOB CODE:** 841 **GRADE:** 017

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** 0000

**FLSA STATUS:** Exempt

**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 with completed coursework through Intermediate Accounting, plus six (6) years of experience, of which one (1) year 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 Intermediate Accounting coursework or 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, long-term debt or capital lease, payroll, 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 appraisals, 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.
- Tracks costs and fees for correct billing and costing for contracts.
- Processes journal entries and performs monthly reconciliations.
- Manages accounting functions for grant funds. Monitors receipts and expenditures of grants and contracts. Prepares the annual single audit and other grant schedules.
- Acts as the division's fixed and controlled asset manager.
- Performs periodic internal audits of revenue receipting procedures.
- Oversees records/archive management and contract administration
- May oversee and/or perform development and maintenance of office website.
- May prepare 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: 05/01/2016 GB