

## **FISCAL RESOURCE MANAGER**

### CODES/PAY RANGE

Class Code: 1905

EEO Code: B

Pay Range: 216

### MAJOR FUNCTION

Responsible administrative work in the research, analysis and coordination of fiscal activities for a major County division.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Monitors expenditures for spending consistent with budget and County/division goals and objectives.

Reviews questionable items or issues with appropriate staff. Advises division director and/or supervisor of findings as appropriate.

May coordinate expenditure adjustments for implementation of the five year road program.

Develops and/or analyzes revenue projections. Analyzes estimates and projections prepared by divisions for consistency of methodology with fiscal management and operational factors.

Identifies, analyzes and reports deviations in actual versus projected revenues.

Conducts quarterly budget and revenue reviews for consistency with budgeted allocations. Identifies areas of potential deficit and savings, and reports findings.

Prepares salary projections for major operations based on actual and anticipated staffing for quarterly budget reviews.

Coordinates budget preparation with divisions to ensure completeness of information for budget request and reconciliation of requests with revenue projections.

Analyzes policies and practices for consistency with sound fiscal management. Coordinates implementation of new or revised procedures with division staff.

Analyzes systems, procedures and methods for cost effective performance consistent with goals

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and objectives. Prepares reports on findings.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of accounting and budgetary principles, practices and procedures. Knowledge of current techniques of budgetary concepts applicable to governmental agencies.

Ability to analyze financial procedures and systems. Ability to conduct financial assessments and forecasting. Ability to develop and maintain effective working relationships for research, coordination and change implementation. Ability to prepare statistical and narrative reports. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Accounting or related field, and four (4) years experience in financial management or analysis in a large private or government enterprise.

A comparable amount of experience, training or education may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform advanced mathematical functions including accounting and statistics. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.