



CLASS SPECIFICATION

Class Code: 0351
Date Est: 07/1986
Last Rev: 10/2018
Last Title Chg:
FLSA: exempt
Probation: 12 months

FISCAL COMPLIANCE OFFICER

DEFINITION

Under direction, plans, organizes and administers the fiscal operations of a division or department; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in accounting, finance, public administration, business administration or a closely related field, AND three years of full-time experience in professional accounting and fiscal management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

May exercise direct supervision over clerical and technical support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop, implement and monitor fiscal procedures to promote and maintain efficient and accurate fiscal operations.

Coordinate and finalize annual budget(s) by reviewing budget proposals from other management staff for complete and proper preparation and providing justification for budget requests.

Supervise staff including professional development, coaching and mentoring, training, work assignments and review, performance appraisal and discipline.

Analyze the fiscal impact of proposals, programs, contracts, legislation and other matters that affect the fiscal operations of an assigned division/department, and develop recommendations for management action.

Forecast future revenue and expenditures, assisting the department/division manager with development of long and short range fiscal plans to promote efficient department/division operations and the sound financial status of the organization.

Liaise with outside agencies and other county departments on fiscal matters, such as audits and providing information and clarification on the financial practices of the division/department to assist these entities with completing their tasks and responsibilities.

Prepare and monitor the fiscal aspects of contracts, grants and service agreements with outside parties to assure proper compliance with terms and provisions.

Monitor and evaluate actual revenues and expenditures, advising management on the conditions of accounts and developing recommendations for the resolution of budget problems, such as possible budget transfers and spending modifications.

Conduct research and compile information and statistics that will become the foundation for the preparation of annual budgets and rate setting.

Complete and file annual budget with the Department of Taxation and provide quarterly reporting thereof.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County budget and finance policies and procedures.

Policies and procedures of the assigned department/division.

Operations and functions of the assigned department/division and their fiscal impact.

Nevada Revised Statutes, which impact and regulate assigned department/division operations.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Management information systems and software used in the assigned function.

Ability to:

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned functions.

Perform the fiscal analysis work related to assigned department/division operations and functions.

Select, supervise and evaluate the performance of assigned staff.

Recognize work methods and procedures that promote a safe working environment for employees and others, and to train staff in same.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, fiscal impact analysis, grants and sound financial management.

Principles of public and/or business administration.

Methods and techniques of financial and statistical data collection and report preparation.

Principles of general management, supervision and training.

Computer software and hardware used for fiscal analysis and financial management.

Ability to:

Analyze information, project consequences, formulate alternative solutions and make appropriate recommendations.

Read, interpret and apply pertinent laws, codes, regulations and standards, including administrative and departmental policies and procedures.

Research, compile, tabulate, analyze and interpret financial data and information.

Perform fiscal analysis and other analytical methods and techniques.

Operate a personal computer and financial management software programs.

Write reports, financial summaries, correspondence, memoranda and other documents.

Make written and oral presentations to management, staff, advisory boards, government agencies and external auditors.

Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to operate office equipment including computers, telephones, calculators, copiers, and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.