



## CLASS SPECIFICATION

Class Code: 6134  
Date Est: 01/2002  
Last Rev: 10/2019  
Last Title Chg: 10/2019  
FLSA: exempt  
Probation: 12 months

### FISCAL MANAGER - HUMAN SERVICES AGENCY

#### **DEFINITION**

Under direction, plans, organizes and directs the operation of fiscal, state and federal programs in the Washoe County Human Services Agency; 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 five years of full-time progressively responsible experience in professional accounting and fiscal management to include two years of full-time cost allocation experience or oversight of state or federal funds related to human services programs; 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**

Exercises direct supervision.

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

Develop, implement and monitor fiscal policies and procedures ensuring the efficient and accurate fiscal operation of the department, and fiscal compliance with federal, state and County requirements.

Manage department fiscal services including, but not limited to, developing or revising cost allocation plans; reviewing, controlling and maintaining financial records; implementing and overseeing internal controls for fiscal transactions; preparing financial reports; budget development and oversight; forecasting revenues and expenditures; reviewing and approving department payroll and payments for services.

Supervise assigned staff, which includes participating in staff selection; providing training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; providing effective coaching, mentorship and leadership; and implementing discipline and conflict resolution procedures when necessary.

Direct the collection of revenues from grants, contracts, service charges and fees.

Manage department grants, including the transmittal letter, application packages, project assurances, financial reports, program reports and related audits to ensure compliance with grant requirements.

Manage contracts and agreements with other agencies, vendors, medical providers and professional personnel, ensuring compliance with department and County policies and procedures.

Ensure staff operates under policies and procedures that comply with state and federal requirements for state or federal programs accessed by the department.

Represent the department with the Board of Washoe County Commissioners, other government agencies, community groups and the general public.

Participate in various committees, researching a variety of issues; define problems, make recommendations and assist with implementation of action plans.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which 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:**

County and departmental policies and procedures pertain to area of assignment.

Washoe County budget and finance policies and procedures.

Operations, functions, programs and services offered by the Human Services Agency and their fiscal impacts.

Federal, state and local laws, statutes, codes and financial regulations pertaining to impact of governmental and human services operations including entitlement programs.

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

Countywide personnel policies.

Computer software specific to department/division.

#### **Ability to:**

Plan, coordinate and direct the full scope of fiscal operations of the Human Services Agency.

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

Effectively manage, develop and evaluate the performance of assigned staff.

Forecast grant and entitlement revenues and expenditures.

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

#### **Knowledge of:**

Principles and practices of human services programs.

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

State and federal funding programs including Title IV- E, Title XIX and TANF/EA.

Contract management and grant administration.

Principles of general management, effective leadership and training.

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

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

**Ability to:**

Plan, coordinate, manage and supervise assigned programs, fiscal services and administrative functions.

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

Provide supervision, training, mentoring and work evaluation for assigned staff.

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.

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 foster cooperative and collaborative working relationships with all those contacted during the course of work.

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

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

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