



CLASS SPECIFICATION

Class Code: 13735
Date Est:
Last Rev: 04/2014
Last Title Chg:
FLSA: Exempt
Probation: 12 months

FISCAL COMPLIANCE OFFICER JUVENILE SERVICES

DEFINITION

Under direction, plans, organizes and administers the fiscal operations of the department; develops, implements and monitors fiscal procedures; supervises the Account Clerk II and audits the daily activities of monies collected by the support staff; 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, plus three years of full time experience in professional accounting and fiscal management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None

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 policies and procedures ensuring the efficient and accurate fiscal operation of the department.

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

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

Assist with the accumulating of necessary data, coordination and finalization of the annual budget.

Audit accounts receivable and accounts payable, assess cash management to determine compliance with internal controls; advise management on the account balances and make appropriate recommendations including possible budget transfers and spending modifications.

Liaise with outside agencies and other county/government departments on fiscal matters, including financial audits and provide information and clarification on the financial practices of the division.

Prepare and monitor the fiscal aspects of contracts, grants, and service agreements between the Juvenile Services Department and external agencies and entities to assure compliance with terms and provisions.

Prepare daily deposits and audit daily funds collected by support staff.

Prepare revenue and expenditure reports for auditing purposes and monitor and evaluate actual revenues and expenditures.

Maintain financial records and prepare reports for grants.

Monitor restitution funds collected and prepare necessary paperwork for distribution of funds to victims.

Direct and supervise the duties of the Account Clerk II and advise/audit duties of support staff on collections of fines and revenues.

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 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, train, and evaluate the performance of assigned staff.

Act as liaison between Juvenile Services Department and other county/government departments and outside agencies in relation to the duties of this position.

Organize workload, setting priorities and meeting critical deadlines.

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 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.