



## CLASS SPECIFICATION

Class Code: 18025  
Date Est: 08/2015  
Last Rev:  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### FISCAL COST ALLOCATION OFFICER

#### **DEFINITION**

Under direction, this position plans, organizes and directs the fiscal operations of state and federal Title IVE and Title XIX eligibility programs and other grants within the Social Services Department, including administering the entitlement grants and contracts, ensuring all federal, state and county regulations, policies and practices are in compliance with regard to fiscal transactions and reimbursements, audit standards and use of funds; 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 five years of full time experience in professional accounting and fiscal management which includes two years in a Social Services environment OR cost allocation environment; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

Accounting certification desired, such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Public Finance Officer (CPFO).

#### **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 within federal entitlement and state grant programs.

Responsible for compliance with federal cost allocation guidelines and practices to ensure accurate and timely preparation of cost allocation documentation including updates to the Cost Allocation Plan, on-going maintenance of the Random Moment and other time studies, review, monitoring and training of Eligibility Unit's cost allocation eligibility statistics, maintenance of cost allocation claiming methodologies and processes, and reimbursement requests.

Forecast grant and entitlement revenues and expenditures. Review and approve payroll and payments for services for programs included in entitlement and grant reimbursements.

Plan, direct and supervise assigned staff including staff selection, training in proper work methods and techniques, work review, performance evaluations, discipline, coaching and development.

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; insure 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 eligibility 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.

Research, compile, tabulate, analyze and interpret financial data and information on department activity.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

#### **Knowledge of:**

Federal entitlement program and accounting requirements; federal and state grant accounting requirements; federal cost allocation policies and practices.

Generally Accepted Accounting Principles and Governmental Accounting Standards.

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

Washoe County budget and finance policies and procedures.

Operations, functions, programs, and services offered by the Social Services Department and their fiscal impact.

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

Computer software specific to department/division.

#### **Ability to:**

Plan, coordinate, and direct the full scope of grant fiscal operations of the Social Services Department

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

Select, supervise, train and evaluate the performance of assigned staff.

Develop effective work teams and motivate individuals to meet goals and objectives.

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

#### **Knowledge of:**

Principles and practices of Social Services programs.

Principles and practices of budgeting, governmental accounting, Federal entitlement reimbursement practices, entitlement program cost allocation principles, cost/benefit analysis, forecasting, fiscal impact analysis and sound financial management.

State and federal funding programs including Title IV- E and Title XIX.

Contract agreements and grant administration.

Principles of general management, supervision, 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, 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 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 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.*