

# FISCAL MANAGER

Job Code	Pay Grade
16816	SM5b

## Nature of Work

This is administrative, professional, and supervisory work managing financial activities in the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for managing the preparation, implementation and monitoring of a variety of complex operating and capital budgets, forecasting the financial needs, reviewing all financial transactions, developing internal financial controls and supervising a support staff. Work is performed under the general supervision of the Division Director with considerable independent judgment and initiative exercised in carrying out the daily operations of the division.

## Minimum Qualification Requirements

- 8 years experience as described above in professional accounting or finance work that includes 1 year management and supervisory responsibility in an automated office environment; or
- Associate's degree in accounting, finance, or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, assigns and reviews a support staff engaged in various accounting, budget, personnel/payroll, and monitors and controls of major capital outlay expenditures.
- Evaluates requests for new programs and positions and provides budgetary analyses for the preparation of the operating budgets.
- Administers the procurement of all architectural and engineering consultants hired by any county department involving a cost of more than \$10,000; analyzes and reports the qualifications of consultants soliciting county contracts; maintains a consultant database of pre-qualified consultants upon which public announcement mailings are based; prepares public advertisements for consulting services, and requests for proposal documents.
- Serves as secretary to the county's Consultant Selection Advisory Committee and coordinates the county's consultant selection process to ensure that the Consultant Competitive Negotiation Act Statute is followed by the county; meets with consultants desiring to do business with the county and makes presentations to consultant professional groups on the county's selection process.
- Negotiates professional service contracts and amendments to existing contracts and ensures that all contracts follow county contract review procedures.
- Analyzes various departmental operations and makes recommendations regarding work simplification and records management.
- Provides financial analyses regarding trends in revenues and expenditures which affect future resources available for county maintenance operations; performs cost/benefit analyses, trend analyses, and other economic analyses.
- Plans, manages, and assigns work and reviews professional accounting and clerical support staff engaged in CIP budget preparation, monitoring and financial management.
- Develops, negotiates and monitors leasing contracts in conjunction with the departmental real estate area.

## FISCAL MANAGER (continued)

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### Illustrative Tasks (continued)

- Develops and modifies the annual operating budgets and Strategic Financial Plans to provide management control data.
- Reviews and approves all financial transactions for the department to include operation and maintenance costs as well as capital expenditures.
- Manages the development of financial reports in general ledger account and budget development software.
- Coordinates with the Office of Management & Budget monitoring transportation and Municipal Services Taxing Unit (MSTU) funds.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions.
- Knowledge of laws, rules, and regulations controlling budgetary fiscal recordkeeping and contract procedures of county government.
- Ability to apply computer applications and software.
- Ability to prepare and analyze administrative and statistical reports and financial statements.
- Ability to follow complex written and oral instructions.
- Ability to prepare and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.
- Ability to plan, direct, and supervise the work of subordinate employees.

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Revised	EEOC Code	Overtime Code
12/11	Officials & Managers	Exempt