



October 2018  
FLSA: EXEMPT  
CLASS CODE: 90387

## **FISCAL MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff in the Fiscal Department performing difficult and complex professional, technical, and administrative support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional analyses, research, and accounting work on which the Court may make organizational, budget, staffing, and program decisions; administers current and long-term planning activities; manages the effective use of the department resources to improve productivity and customer service; provides highly complex and responsible support to the Chief Financial Officer and Court Executive Officer in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Financial Officer. Exercises direct and general supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities in the Operations and Revenue units within the Fiscal Department. The incumbent plans, develops, and implements policies and procedures for the Court and specified departments, including Court-wide and/or departmental budget preparation, management analysis, and program evaluation. The incumbent is responsible for providing professional-level support to the Chief Financial Officer and Court Executive Officer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Supervising Accountant in that the latter is the full-supervisory class over the Operations unit which includes payroll processing, benefits administration and reconciliation, accounts receivable, accounts payable, general ledger, grant accounting, and assists in financial reporting. This class is distinguished from the Court Revenue Supervisor in that the latter is the full-supervisory class over the Revenue unit which includes the collection and distribution of Court fees and fines, trust and treasury reporting, general ledger, and case filings statistics. This class is further distinguished from the Chief Financial Officer in that the latter has overall responsibility for all functions of the Fiscal and Business Services departments and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Operations and Revenue units, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record-keeping.
- Plans, organizes, assigns, supervises, and reviews the work of staff in the Operations and Revenue units; participates in the selection, training, motivation, and evaluation of assigned personnel; works with employees on performance issues; recommends disciplinary actions.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the Court and specific divisions; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer or Court Executive Officer.
- Conducts a variety of analytical and operational studies and surveys regarding, Court, departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Participates in the development, review, and administration of divisional budgets and the Court's annual budget; monitors and analyzes revenues and expenditures; prepares, calculates, and analyzes a variety of financial reports, statements, and schedules; identifies and recommends resolutions for budgetary problems.
- Oversees the preparation of grant budgets and grant reimbursement claims; works with grantors on audits.
- Oversees various accounting systems and functions in the Court's Operations Unit, including accounts payable, accounts receivable, payroll processing, benefit administration and reconciliation, general ledger and grant accounting, financial analysis and tax reporting.
- Oversees activities associated with the Court's Revenue Unit, including but not limited to fee, fine, and forfeiture revenue collection, distribution and associated reporting, trust and treasury accounting and reconciliation, statistical record keeping and reporting, enhanced delinquent collections, and case filings reporting.
- Reviews and responds to Public Records Requests.
- Reviews existing and proposed local, State and Federal legislation for impact on the Court's activities; prepares analysis and monitors the effectiveness and results of new initiatives.
- Acts as liaison to other Court divisions, governmental agencies and other parties with interest in the trial court system; provides liaison and staff support to a variety of committees, commissions, and work groups; may participate in labor relations activities of the Court.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to Court needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of court management and government.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.

- Principles, practices, and procedures of funding sources and grant funds disbursement, depending on assignment.
- Project and/or program management, analytical processes, and report preparation techniques; programs such as, but not limited to, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Recent and on-going developments, current literature, and sources of information related to a broad range of court programs, services, and administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the Court in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of management and/or administrative accounting experience, including two (2) years of supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.