

CLASSIFICATION SPECIFICATION

Fiscal Services Manager

FT/PT Class Code: 5028, 5528 Pay Grade: B/C 13 FLSA: Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for supervision and coordination of daily division fiscal activities, including preparing necessary paperwork and reports related to budgets, contracts, and grants.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and assigns and evaluates the work of subordinates. Additionally, an incumbent is responsible for ensuring compliance with College fiscal policies and procedures, and with State, federal, and other laws and regulations governing the use, recordkeeping, and reporting of funds.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Supervises and coordinates daily fiscal activities for assigned division (e.g. DEMEP, etc.), including supervision of staff.
2. Prepares federal, state and other funding applications, proposals, and contracts including researching data, drafting documents, and constructing budgets.
3. Interacts with funding sources to facilitate requests and serves as a point of contact for the division.
4. Reviews, interprets, and ensures compliance with State, federal, and other regulations governing the uses and recordkeeping of funds. Ensures compliance with College fiscal policies and procedures.
5. Manages assigned division's operating budget, maintaining both internal and external report processes.
6. Manage implementation of various assigned projects to completion and ensure compliance with applicable internal and external guidelines.
7. Prepare quarterly and annual performance reports.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College fiscal policies and procedures.
- ◇ Knowledge of State, federal, and other laws and regulations governing use, recordkeeping, and reporting of funds.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of State payroll and accounting.
- ◇ Knowledge of accounting, cost projections, and budgetary planning.
- ◇ Knowledge of cost projections and budgetary planning.
- ◇ Skill in the use of computers.
- ◇ Skill in management and supervision.
- ◇ Ability to analyze financial data.
- ◇ Ability to establish and maintain working relationships.
- ◇ Ability to plan, assign, and evaluate work.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience in advanced accounting, including supervision; or other equivalent combination of education and experience.