



CITY OF CHINO

Fiscal Services Manager

Definition:

Under general direction, directs and controls the accounting functions of the City; provides direct supervision over professional, technical, and clerical staff; functions as a member of the Department's management team; and performs related work as assigned.

Class Characteristics:

The Fiscal Services Manager supervises assigned professional, technical, and clerical staff and manages daily accounting functions such as Payroll, Cash Receipts, and Fixed Assets, ensuring that accounting and fiscal activities are in conformance with accepted standards and appropriate laws and regulations. Successful performance of the work requires a thorough knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines. The Fiscal Services Manager functions as a member of the Department's management team providing recommendations and suggestions that enhance the Finance Department's overall performance.

Essential Functions:

- Participate in the development and implementation of goals, objectives, policies, and procedures; establish work priorities, work schedules, and methods for Finance section staff.
- Prepare or direct the preparation of a variety of complex analytical, financial, accounting and statistical reports, compilations, special projects, narrative reports and related correspondence.
- Perform internal audits and analysis of control systems and assist auditors in the audit of City financial records.
- Develop and monitor internal controls for accounting and financial operations; review and recommend improved accounting procedures and implement appropriate procedures to minimize vulnerability to fraud, waste, or abuse.
- In conjunction with the City's independent auditors, prepare the City's Comprehensive Annual Financial Report.
- Recommend and assist in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.
- Participate in the recommendation and appointment of section staff; assign and supervise the work of professional, technical, and clerical staff; coach, motivate, monitor, train, correct, and evaluate performance; recommend employee recognition.
- Participate in budget development and implementation; forecast funding needed for staffing, equipment, materials and supplies; administer the approved budget.

Fiscal Services Manager

- Act as a liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in business administration, accounting, or a related field.

Experience:

- Three years of responsible governmental experience in accounting, or a related field.
- Two years experience supervising technical or clerical staff.

Considerable knowledge of:

- Principles and practices of accounting and auditing, including governmental accounting and budgeting.
- General office procedures.
- Methods and techniques of supervision.
- Positive employee relations.
- Office management.
- Data processing systems/applications in a public agency.

Ability to:

- Prepare and present reports of related activity.
- Direct the preparation and maintenance of accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Deal constructively with conflict and develop effective resolutions.
- Supervise, train, and evaluate employees.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 2/14/19

Replacing Fiscal Services Manager classification specification dated 11/28/2018