

## **SENIOR ADMINISTRATIVE AND FISCAL SERVICES OFFICER**

### **Definition:**

Under general direction, manages and coordinates diverse and complex administrative and fiscal services for a large department; provides guidance to management on departmental budgetary, fiscal, and administrative business; develops recommendations and prepares reports; and performs related work as required.

### **Distinguishing Characteristics**

The Senior Administrative And Fiscal Services Officer is distinguished by its' responsibility to direct and manage complex administrative, budgetary and fiscal activities for a large department with complex funding streams, including grants, pass-through revenues and billable fee-for-service revenues. Incumbents perform complex and specialized tasks, and supervise the activities of staff within a division. Incumbents are expected to work independently and exercise independent judgment, initiative, and decision-making. The Senior Administrative And Fiscal Services Officer is further distinguished from the Senior Administrative Analyst classification by the latter's responsibility to provide administrative and budgetary guidance to County departments.

### **Essential Functions:**

- Directs the development and submission of a large department's annual budget; and performs in-depth financial analysis and reporting regarding the department's financial activities and financial forecasts.
- Directly and through subordinate staff, selects, trains, and supervises professional, technical and clerical staff; assigns and reviews work, establishes performance standards and evaluates work; and recommends disciplinary action, as required.
- Manages all financial activities for a large department with a high volume of transactions including accounting, budget and accounts payable functions; evaluates and implements internal controls to ensure compliance with County policies and procedures, state and federal laws.
- Oversees and administers the department's grant administration and reporting requirements.
- Conducts studies of operating issues, automation systems, procedures, work assignments and forms, and recommends changes to increase the efficiency and effectiveness of division operations.
- Analyzes complex reports and/or fiscal issues involving accounting related to department programs; monitors fiscal activity department-wide to ensure compliance with program regulations; and resolves complex financial and budgetary issues.
- Provides management monthly financial and statistical analysis on status of funds showing expenditures and balances, in relationship to budgeted amounts; and provides guidance to management on financial and budgetary matters recommending strategies to improve department financial operations.

- Acts as liaison between County Administrative Office, other county departments, public and private agencies.
- Analyzes new legislation and changes in regulations in order to determine impact on department's finances and operations; advises management accordingly; and develops strategies for complying with changes.
- Participates in the development and implementation of new policies and procedures related to administrative and fiscal activities of the division.
- May be required to negotiate terms and conditions of contracts; and oversee and manage said contract.
- Performs other related duties as required.

**Employment Standards:**

Completion of Bachelor's Degree in Business or Public Administration, Finance, Accounting or closely related field AND four (4) years of highly administrative and/or financial management experience performing administrative tasks involving budget preparation, financial administration and personnel analysis, one (1) year of which must have been in a supervisory capacity.

OR

An equivalent combination of education and experience.

A Master's Degree in Business or Public Administration may be substituted for one (1) year of experience.

Valid California Motor Vehicle License is required at the time of appointment.

**Thorough knowledge of:** generally accepted accounting principles, practices and standards; financial and operational auditing standards and techniques; budget development and forecasting; internal controls; grants administration; methods of conducting complex analytical studies of administrative, financial and management practices and procedures; principles and practices of supervision; the application of modern business and public administration principles; project management techniques; and rules and regulations that apply to government accounting/auditing practices, procedures and practices.

**Ability to:** plan, organize, train, and supervise the work of professional and technical fiscal staff; analyze and evaluate administrative and abstract accounting/auditing concepts and procedures; develop new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; interpret and apply complex laws, rules, and regulations; produce comprehensive reports and provide guidance to management; draw up budgets, work under pressure, and work effectively with department management and associates; use tact, integrity, initiative and good judgment in a variety of difficult and sensitive administrative situations; communicate clearly and concisely, orally, and in writing; use a personal computer and associated software.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report to work as soon as practicable, following a significant emergency or disaster.

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