

Class Specifications
for the Class:FISCAL MANAGEMENT OFFICER
EM-05; BU:35Duties Summary:

Administers the fiscal and accounting program for a region consisting of two or more hospitals; gives staff assistance to departmental management or management of a large divisional program on fiscal matters; assists the department or division head in the preparation and presentation of the budget; acts as liaison with staff agencies; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for directing a staff of professional and clerical subordinates engaged in fiscal and accounting activities of a region, consisting of two or more hospitals or a semi-autonomous division with complex accounting and fiscal problems by virtue of diverse and varied activities being spread over widely dispersed installations and operating under several and varied kinds of funds.

Examples of Duties:

Plans, directs and coordinates the work of accounting and clerical personnel in the administration of the accounting and fiscal program; develops and revises accounting system to meet program needs and to meet requirements set up by the central program needs and to meet requirements set up by the central fiscal agencies and by other authorities such as the federal government; initiates preparation of the operating budget; consolidates estimates of all operating units and prepares final budget for presentation to the central budget agency and legislative committees; assists in the presentation of budget details at budget hearings; supervises the preparation of financial statements and analyzes and interprets such statements to determine needs of management as well as for funds control and anticipation of possible re-programming needs; oversees cash flow and may initiate investment of excess funds; develops and directs the maintenance of budgetary controls and assigns funds to various organizational units on the basis of the approved budget; conducts internal review to insure that accounting systems and procedures are understood, are being followed and are working satisfactorily; studies requests for changes in the authorized allotment of funds of an organizational segment to determine the necessity of such an adjustment; makes technical decisions on matters of financial planning and reporting; plans the

organization of the fiscal office and determines need for staff; confers with superior and program supervisors relative to fiscal procedures, regulations and finances; reviews and approves federal plan materials, procedures and regulations issued by other divisions for conformity with fiscal requirement of the State and federal governments; responsible for proper handling and accounting of trust and agency funds; directs the compilation of cost accounting data; may make organizational studies and report findings to the department head along with recommendations; assists in developing long-range and special administrative planning problems; directs the purchases of materials, supplies and equipment; directs the keeping of inventories of equipment and supplies, reviews and acts upon leases, contracts and agreements and checks on performance of or adherence to contracts and agreements; participates in staff conferences pertaining to operational problems.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of accounting; principles and practices of public fiscal administration including budgeting and financial reporting; principles and practices of supervision; cost accounting methods and systems; governmental organization and functions; and public relations.

Ability to: Plan, organize and direct the work of a fiscal and accounting program; develop, revise and install general accounting systems; prepare reports and analyses of financial activities; coordinate fiscal activities with other phases of management; maintain cooperative working relationships with others; speak and write effectively.

This is the first class specifications for the class, FISCAL MANAGEMENT OFFICER.

DATE APPROVED: June 1, 2005

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