

Minimum Qualification Specification
for the Class:FISCAL MANAGEMENT OFFICEREducation Requirement:

Graduation from an accredited college or university with at least 12 semester hours in accounting and/or auditing subjects.

Experience Requirement:

Except for the substitutions provided for in these specifications, applicants must have had progressively responsible experience of the kind and quality described below:

Fiscal Management Experience: Five (5) years of professional accounting and/or auditing experience which involved participation in the preparation of budgets and the development of long-range financial plans.

Supervisory Experience: One (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Non-Qualifying Experience: Experience in such positions as the following will not be accepted as qualifying professional experience: (1) bookkeeper or minor accounting or clerical positions; (2) accounting or bookkeeping machine operators; (3) such positions as those of office managers or owners of business who supervise accountants, auditors or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; and (4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles.

Substitutions Allowed:

Substitutions of Experience for Education: The following types of experience may be substituted for education on a year-for-year basis.

- A. Professional accounting or auditing experience.

- B. Responsible experience which involved maintaining general journals and general ledger accounts and related books and accounts, and preparing balance sheets and profit and loss statements and related accounting and financial reports. Experience of this nature may be gained by employees performing duties as principal bookkeepers or other responsible specialized classes requiring the preparation and/or analysis of financial statements and accounting reports.
- C. Any combination of A and B above.

Substitution of Experience for 12 semester hours in accounting and/or auditing subjects:
Six (6) months of the above experience may substitute for 12 semester hours in accounting and/or auditing subjects:

Substitution of Experience and Education:

- A. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester hour credits in accounting subjects may be substituted for one (1) year of the required Fiscal Management experience.
- B. Possession of a master's degree in accounting from an accredited college or university may be substituted for two (2) years of the required Fiscal Management experience.
- C. A Certified Public Accountant (CPA) Certificate obtained through written examination may be substituted for the educational requirements plus four (4) years of the required five (5) years of Fiscal Management experience.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered; e.g., the experience must have demonstrated that the applicant has (1) a good working knowledge of the theories, principles, practices and techniques of accounting; (2) the ability to devise and modify accounting methods, techniques and procedure, and to gather and analyze facts and draw sound conclusion therefrom; and (3) a working knowledge of governmental organization and functions.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification requirements for the class, FISCAL MANAGEMENT OFFICER, to update the supervisory experience requirement, effective February 16, 2009.

This is an amendment to the minimum qualification requirements for the class, FISCAL MANAGEMENT OFFICER, to include substitution for semester hours in accounting and/or auditing subjects, effective June 7, 2006.

This is the first minimum qualification requirements for the class, FISCAL
MANAGEMENT OFFICER.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources