

HEALTH FISCAL MANAGER

NATURE OF WORK

This is responsible professional work involving the preparation and management of the biennial Council approved budget, grants and contracts for the Health Department budget; study and make recommendations for administrative systems, policies, procedures and organization.

Work involves responsibility of the Health Department budget which includes tracking and reporting department expenses; analyzing the health department programs, projects and activities as they pertain to efficient utilization of resources, materials and personnel. Work also involves coordinating numerous grants at a time. Employees in this class are expected to exercise considerable independent judgment and initiative in performing assigned duties, incorporating sound governmental budgeting and accounting principles into the budget process. Supervision is received from the Health Director with work being reviewed in the form of reports, conferences, department budget and accuracy of results obtained. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Directs and monitors expenditures and revenues for all budgeted funds by division and section including the development and on-going implementation of tracking tools for specific expenditures and revenues.

Prepares Health department budget; coordinates grants and contracts; communicates with the Health Director throughout the budget process.

Assists the division and program managers in ensuring that all areas of the grants and contracts meet the requirements of the funders and the department.

Plans and directs all activities of Fiscal Office in the execution of biennial budget and contract budgets.

Participates in planning and quality improvement activities for the department, division, and section.

Maintains quality control and assures systems and controls are maintained by section and department staff to protect assets.

Analyzes expenditures and revenue in relation to impact on department and program; makes recommendations on corrective actions when indicated.

Coordinates meetings to develop reporting mechanisms to meet the needs of the Health Director, Division Managers, Section Supervisors and Grant Managers.

Supervise subordinate staff.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods and procedures of budgeting and of the principles of management and organization as they pertain to the budgeting process.

Considerable knowledge of the principles and practices of public administration, budget preparation and administration, and organization and management analysis techniques.

Ability to prepare comprehensive analyses, evaluations and recommendations pertaining to the Health department budget.

Ability to organize, prepare and present effective oral and written recommendations and reports.

Ability to establish and maintain effective working relationships with governmental officials, co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, public finance, accounting or related field plus four years of experience in public finance, management and administrative analysis, as well as accounting and fiscal operations; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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