

THE COUNTY OF STANISLAUS



COMMUNITY SERVICES AGENCY FISCAL MANAGER (MANAGER IV)

\$80,537.60-\$120,806.40 Annually

Apply by June 11, 2020

Interviews are tentatively scheduled for the week of June 22nd

Fiscal Manager (Manager IV)

ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during

the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.4 billion and over 4,500 full-time positions within 27 agencies and departments.

ABOUT THE COMMUNITY SERVICES AGENCY

The Community Services Agency (CSA) provides a broad range of social welfare programs that provide assistance, direct client services and support for the benefit to the community. CSA is comprised of over 1,100 employees and has annual operating budget of over \$413 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 308,000 residents receive services through CSA. The Agency is organized into five divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Housing and Homeless Services Division; (4) Finance and Operations Division; and (5) Administration Division.

ABOUT THE POSITION

The Fiscal and Operations Division is tasked to provide finance, accounting, budget, information technology, contract issuance and monitoring, purchasing, office operations and facility support to numerous community offices throughout Stanislaus County and the main Community Services Facility building.



Fiscal Manager (Manager IV)

Reporting to the Assistant Director over Fiscal and Operations the Fiscal Manager (Manager IV) is responsible for the administration of the department's financial, audit, accounting and cost plan systems, which includes developing fiscal policies and procedures consistent with the requirements of multiple and complex funding sources, conducting budgetary and statistical evaluations and analyses, preparing complex and technical financial reports as required by the funding sources and as requested by the Director, Assistant Director and other oversight entities.

The incumbent will advise managers on fiscal, budget, and financial issues, prepare executive reports, direct claiming and statistical reviews and perform special studies. The Fiscal Manager (Manager IV) will manage and direct three other management positions responsible for budget analysis, financial and cost accounting, realignment validation and allocation development and public assistance benefits issuance.

TYPICAL TASKS

- Serve as the back-up for the CSA Finance & Operations Assistant Director and represent the Agency in various high-level meetings and discussions;
- Prepare the department annual budget and act as a leader of the CSA Finance Department, to develop, administer and implement department financial policies and procedures;
- Responsible for the general oversight of the Agency's general accounting functions, which include but are not limited to the following: determining appropriate allocation bases, identifying accounting methodology alternatives and selecting the most appropriate method, ensuring the division is following basic concepts of conservatism and consistency, reconciliation of sub-ledgers to the general ledger accounts, budget analysis and the preparation of regular projections;
- Responsible for the oversight of the Agency's financial and operational controls, including development, implementation and monitoring of said controls;
- Oversight of the maintenance and annual review/update of all the accounting policies and procedures;
- Ensure compliance with mandated rules, regulations, policies and procedures related to the assigned functional area of responsibility including accounting, budget and grants as well as other Countywide policies and procedures, including the accounting guidelines published by the Auditor-Controller;
- Oversight of the Agency's annual audits;
- Perform analysis and research of various issues related to Social Services regulatory changes;
- Serve in consultative role to other department managers to gather, understand, interpret their program budget/operational requests to facilitate implementation of their goals and objectives;
- Participation in various teams and/or committees, including, but not limited to the Agency's strategic planning team;
- Provide support for the Executive Team members as well as program managers related to both program planning and budgetary scenarios;
- Conduct research in a variety of areas which may include, but are not limited to, finance, budget, staffing, legislative affairs as well as economic conditions and public policy associated with the assigned areas of responsibility;
- Prepare and oversee the gathering of fiscal data for use by Agency management, staff and auditors;

Fiscal Manager (Manager IV)

- Select, assign, direct and evaluate the performance of finance managers and staff;
- Assist in developing goals, objectives, policies and procedures for the Community Services Agency in assigned functional area of responsibility;
- Coordinate and/or serves as the primary contact during audits;
- Familiar with Special Revenue Fund, modified accrual and cash accounting and Federal 2CFR200 guidelines and standards to ensure complete and accurate financial and statistical accounting of the department transactions for funding reimbursement; and
- Conduct presentations on assigned functional area's operations and activities to internal and external entities.
- Legislation, regulations, policies and standards pertaining to social services accounting;
- Principles of program organization, administration and management;
- Computer applications with significant working experience (i.e. Excel, Word, Access, PowerPoint, PeopleSoft, Oracle and MinuteTraq);
- Knowledge of State of California Realignment funding;
- Knowledge of public procurement and contracting;
- Federal Funding and the related regulations and compliance requirements, including Federal regulations 2CFR200 and OMB A-87; and
- Role of technology in improving business processes to support Agency and community needs.

KNOWLEDGE

- Knowledge of Governmental Accounting and General Accepted Accounting Principles (GAAP) for Governments);
- Knowledge of the principles and practices of cost accounting and reporting;
- Knowledge of budgeting, forecasting and financial management;
- Administrative techniques, including principles of organization, budgeting, performance evaluation, and personnel administration;
- Methods of investigation and problem solving;
- Principles and procedures for compliance and financial audits;
- Program planning, design, and implementation;
- Principles of personnel management, supervision, labor relations, and training;
- Public policy and regulations governing the operation of public employment programs;
- Public and private agency community resources;
- Use of cultural competency principles on organizational and service delivery levels;

SKILLS/ABILITIES

- Analyze complex administrative, budgetary and organizational issues, define problems and accurately, conduct thorough research and make logical and practical recommendations and course of action;
- Prepare and present comprehensive management reports, spreadsheets, statistical data and recommendations;
- Review, interpret and provide guidance on current or proposed County ordinances/policies, State and Federal laws and regulations;
- Work independently as well as harmoniously with Departmental and County personnel;
- Effectively recognize priorities and assignments to ensure successful completion of tasks in a timely Promote positive relationships with partners and the general public;

Fiscal Manager (Manager IV)

- Establish goals and objectives, participate in strategic planning and outcome measurement;
- Display innovation, creativity and flexibility in managing operations and problem solving;
- Facilitate training and other group interactions;
- Promote positive relationships with partners and the general public;
- Define key business processes and develop recommendations for improving service efficiency and quality;
- Maintain confidential information according to legal standards and/or County policies; and
- Write clearly, succinctly and concisely with excellent oral and written communication skills.

BENEFITS PACKAGE

- Excellent retirement benefits (2% at approximately age 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Three weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$900 annual Professional Development reimbursement;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans; and
- Employee Assistance Program.

EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university; **AND**
- Qualifying candidates at the Fiscal Manager (Manager IV) level will demonstrate advanced work experience to support their ability to fully function in a senior management position. This would typically include a minimum of four (4) years of progressively responsible management/supervisory work experience in either Accounting or Finance.

Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-6333 to make other arrangements. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable categories. Please list any desirable qualifications you may have within the Additional Information section of the online application.

- Possession of a Master's degree in Business, Accounting, Finance or Public Administration; **OR**
- Three (3) years of public sector financial accounting experience in a government agency, Social Services or Health and Human Services agency; **OR**
- Certification in Public Accounting (CPA).

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes. Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL INFORMATION

Appointment to County employment is contingent upon passing a fingerprint criminal background check. Some positions may also require a County-paid pre-employment drug screening. Some positions may require possession or the ability to obtain, and maintenance of a valid California Driver's license or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office Human Relations team.

clubwellness

The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org

