

Job Summary:

The job of Fiscal Manager is done for the purpose(s) of assisting the Child Care Program Administrator and serving as the Chief Financial Officer for the Tulare County Child Care Educational Program for the Tulare County Office of Education and the Program Policy Council; providing overall direction and guidance to the Child Care staff processing accounts payable, accounts receivable, provider payments, purchasing services, attendance accounting, in-kind calculations, and journal entries; developing budgets and financial projections. The Fiscal Manager monitors budgets and assists managers with changes, prepares financial reports for various agencies, and creates new accounting forms as needed. He/she provides guidance, coordination and training to business and program staff, and performs a variety of special projects with fiscal impact.

Essential Functions:

- ▶ Advises the Administrator of the Child Care Program and the Director, Internal Business Services for the purpose of providing information regarding fiscal matters affecting the program.
- ▶ Attends management training meetings, policy council meetings, executive committee meetings, and other meetings as assigned for the purpose of providing and obtaining information.
- ▶ Coordinates audit activities with outside auditors for the purpose of providing documentation needed to complete the annual audit.
- ▶ Prepares and presents budgets and financial reports for proposal applications for the purpose of submitting them to the Director, Internal Business Services at Tulare County Office of Education, the Administrator of the Child Care Program and the Program Policy Council for approval.
- ▶ Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- ▶ Instructs technicians for the purpose of ensuring that proper accounting practices and procedures are followed.
- ▶ Makes recommendations and provides assistance for the purpose of implementing program goals and objectives.
- ▶ Maintains a master list of programs for the purpose of providing information to staff.
- ▶ Maintains various fiscal information, files and records (e.g., accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- ▶ Maintains contact with the general public, school districts, governmental agencies, community organizations and the Tulare County Board of Education for the purpose of representing the Child Care Program and providing information related to the program.
- ▶ Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- ▶ Operates a computer for the purpose of recording data.
- ▶ Oversees accounts payable, processing of purchase orders and purchasing activities, capital outlay and other business functions for the purpose of ensuring that proper accounting practices and procedures are followed.
- ▶ Plans calendars/schedules for the purpose of ensuring the timeliness of processing purchase orders, provider payments and warrants.
- ▶ Prepares and delivers presentations regarding program fiscal matters to parents and staff for the purpose of providing information.
- ▶ Reconciles a variety of accounts and reports for the purpose of ensuring accuracy.
- ▶ Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- ▶ Supervises and assigns the Technology Coordinator, Budget and Attendance Analysts, Records Clerk, and other Child Care fiscal staff for the purpose of ensuring the efficient operation of the Child Care fiscal office.
- ▶ Trains managers and supervisors in the Child Care Program for the purpose of maximizing their fiscal management skills.
- ▶ Validates coding for the purpose of ensuring the accuracy of data input into the TCOE Standardized Account Code Structure (SACS) financial system.
- ▶ Verifies budgets for the purpose of determining whether there is adequate funding for purchases.
- ▶ Writes/conducts performance appraisals for the purpose of evaluating the work of the technicians.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - operate a computer and financial application software;
 - maintain records;
 - apply basic accounting practices.
- ▶ **Knowledge of:**
 - governmental accounting procedures;
 - federal and state child care standards and regulations for child development programs;
 - monthly, quarterly and annual reporting procedures;
 - fiscal/budgeting practices;
 - personnel practices;
 - strategies and methods for developing agreements and partnerships for child and family services;
 - methods of organizing and maintaining team efforts;
 - supervision and group performance.
- ▶ **Ability to:**
 - ▶ develop programs, policies and procedures in compliance with state and federal laws and regulations;
 - ▶ conduct a comprehensive planning process that includes establishing goals and objectives;
 - ▶ analyze data;
 - ▶ monitor and assess program implementation and evaluation of program outcomes/results;
 - ▶ prepare complex reports from a variety of information sources;
 - plan, organize, and assign workloads;
 - provide direction and guidance to staff;
 - work with minimal supervision
 - communicate effectively, orally and in writing;
 - use tact in a variety of situations;
 - interpret, apply and explain rules, regulations, policies and procedures;
 - establish and maintain cooperative working relationships with those contacted in the course of work;
 - travel within Tulare County, statewide or nationwide;
 - meet schedules and time lines;
 - maintain files.

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Three years experience in the preparation and maintenance of financial systems.

Education Required:

- ▶ Bachelors degree in Accounting, Business, Finance or related subject.
- ▶ Master's degree desirable.
- ▶ CPA desirable.

Certificates, Clearances, Licenses, Testing and/or Bonding Required:

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California Driver's License and proof of automobile insurance.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.