

DIVISION MANAGER FISCAL SERVICES



Description:

Under general direction, assists in the planning, directing, and managing of the Fiscal Services Division within the San Bernardino County Fire Protection District under the Special Districts Department.

Distinguishing Characteristics:

Positions in this class are characterized by the assignment of administrative and managerial responsibilities in overseeing the Division.

Duties may include, but are not limited to:

1. Plans, organizes and directs the activities of the management and financial division, acts as the advisor to the Fire Chief/Fire Warden and Deputy Chief.
2. Coordinates the preparation, implementation and monitoring of the annual San Bernardino County Fire Protection District (County Fire) budget including the Annual Business Plan; performs analysis of financial requirements, revenue and expenditure projections, long term capital projects financing methods and sources; provides economic forecasts and develops long and short term financing plans; develops innovative methods of financial resources management and identifies new sources of revenue; develops indirect costing methods for contracts and grants.
3. Reviews all Grants applied for and received; ensures all internal and external reporting required by County and the Grantor are followed and submitted on time; supervises staff monitoring grants works closely with County Auditor Controller Internal Audits to make sure all single audit requirements are met.
4. Acts as the County Fire department representative on joint power authorities and commission matters; coordinates financing with cities, state and federal government and other municipalities.
5. Evaluates diverse financial data, formulates, obtains approval for and implements improved fiscal procedures; reviews and processes various financial transactions.
6. Develops and establishes contract forms and procedures; prepares contracts; interprets financial procedures; reviews and processes various financial transactions; oversees the development of annual contract budgets and monthly reporting for contract cities or districts.
7. Prepares and reviews Board Agenda Items.
8. Prepares County Fire's section of the Annual Federal and State Legislative Update for the County Administrative Office.
9. Provides vacation or temporary relief as required.
10. Provides other duties as required.

Typical Qualifications:

A Bachelors Degree in Finance, Accounting, Business/Public Administration or closely related field. A master's degree and/or CPA registration is highly desirable.

Six (6) years of governmental experience with a broad knowledge of principles, methods and practices of municipal accounting, budgeting and cost accounting, financial analysis and reporting, internal controls and auditing procedures, cash management, general grant funding requirements and various laws affecting public accounting and budgeting. Three years (3) of the required experience must be in a supervisory capacity.

Additional years of experience desirable in lieu of a master's degree or CPA.

A valid California Drivers License.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 40063

Salary Range: E62

Representation Unit: Exempt Group

Last Updated: 9/28/09