



FLSA: COVERED  
EEO: 2  
JUNE 2024

## **CHIEF FISCAL SUPERVISOR (IMS)**

### **DEFINITION**

Under general direction, the Chief Fiscal Supervisor is responsible for clerical accounting, budgetary, and statistical functions; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class typically exist in larger county departments where the volume and complexity of the clerical accounting, budgetary, and statistical work require direction of multiple accounting units.

### **REPORTS TO**

Higher-level supervisor or manager.

### **CLASSIFICATIONS SUPERVISED**

This classification has responsibility for has responsibility for directing and supervising Account Clerks and other classifications as assigned.

### **EXAMPLES OF DUTIES**

*Duties may include, but are not limited to, the following:*

- Directs the work of several accounting units involved in the accounting, budgetary, and statistical work of the department.
- Prepares or assists in preparing the departmental budget.
- Manage Contracts
- Maintains control over expenditures, collections, and property of the department.
- Develops and installs new procedures.
- Coordinates the methods, procedures, and work of the clerical accounting section with other department sections either directly or through higher levels.
- Confers on fiscal matters with the director or other departmental managers.
- Prepares statements and reports showing the financial condition of the department.
- Reviews and prepares correspondence.
- Confers with county, state, and federal officials on fiscal matters.
- Performs related duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Federal, state and county laws, rules, and regulations pertaining to the work of the department as it relates to fiscal or statistical functions.
- Governmental accounting and budgetary record keeping.
- Office methods and procedures.
- Clerical accounting principles and practices.
- Principles and techniques of employee supervision.

### **Ability to:**

- Plan, organize, direct, and coordinate the work of an accounting section.
- Analyze situations accurately and to adopt an effective course of action.
- Establish and maintain cooperative working relationships with department employees, representatives of other agencies, and the public.
- Prepare clear and concise statements and reports.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **TRAINING AND EXPERIENCE**

### **Education**

Two (2) years full-time clerical accounting experience as a supervising Account Clerk I;

**OR**

### **Experience**

Five (5) years of full-time clerical accounting experience, two (2) years of which must have been in a supervisory capacity. (Up to three (3) years of college or business school training may be substituted for the non-supervisory experience on a year-for-year basis.)

## **SPECIAL REQUIREMENTS**

Some positions in this classification may require possession of a valid California Driver License. Employees who drive on County business to carry out job-related duties must possess a valid California Driver license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.