

Fiscal Director

Job Description

UCP Title:	Fiscal & Administrative Manager (Band 2)
Salary Range:	\$48,504 - \$75,000
Classification:	Professional
Reporting Relationship:	Assistant Commissioner for Fiscal Affairs
Location:	Jefferson Building, Jefferson City

This is administrative and managerial work in the direction, planning, analysis, and coordination of fiscal and/or related administrative services. Position will focus on accounting, auditing, budgeting, purchasing and reporting. As a smaller department in state government, this is a hands on managerial position.

RESPONSIBILITIES:

1. Directs or assists in the overall planning, development, and administration of fiscal management for the department and assists in the fiscal development and implementation of departmental planning issues.
2. Reviews and/or revises fiscal policies and procedures to ensure compliance of operations with laws, regulations, policies, plans, and procedures.
3. Participates in the development, implementation, or interpretation of new or revised program, departmental, or legislative initiatives (e.g. helping support the legislative fiscal note process).
4. Participates in conferences, training sessions, and meetings relating to areas of assigned responsibility.
5. Directs and/or participates in budget preparation; the preparation of periodic and special budgetary, financial, and related financial and performance reports; the monitoring of expenditures according to budget allocations/appropriations; and recommends and/or initiates cost saving measures.
6. Prepares the department's annual chart of accounts and reviews reliability and integrity of financial data.
7. Recommends policies for improving fiscal or related administrative services, identifies opportunities for improving operations, and suggests solutions to identified problems.
8. Selects, trains, directs, and evaluates staff in assigned fiscal and/or related program areas and helps develop and provide training for fiscal policies and procedures for department staff.
9. Directs or assists in the direction of the compilation and presentation of financial data and reports for management.
10. Maintains contact, cooperates with, and addresses federal, state, local, and community organizations and other interested groups pertaining to fiscal management of the department.
11. Administers or assists in the administration of contracts, grants, and cooperative agreements with federal, state, local, and community organizations.
12. Interprets and explains applicable federal and state legislation, rules, regulations, and procedures to staff, management, vendors, contracting agencies, and others.

13. Exercises considerable initiative and judgment in planning and carrying out assignments; receives general administrative direction.
14. This position oversees all internal accounting and related administrative services. Duties include the direction, planning, analysis, and coordination of fiscal and administrative services in the areas of accounting, auditing, purchasing, cash receipts, and operations, including supervision of fiscal clerk(s).
15. Acts as liaison with state, federal, and external auditors. Other duties include annual reporting of agency WBE/MBE expenditures, CAFR and SEFA submissions, and preparation of the internal control plan.
16. Performs other related work as assigned.

KNOWLEDGE AND ABILITIES REQUIRED:

1. Excellent oral and written communication skills, as well as analytical skills.
2. Demonstrate effectiveness working in a team-oriented environment with staff supervision responsibilities.
3. Proficient in Microsoft Office products, including Access, Excel, and Word.
4. Knowledge of the legislative process and responding to fiscal notes are necessary to be successful in this role.
5. Special skills include knowledge of State of Missouri financial and budget systems, including SAM II, Missouri Buys, and BRASS; payroll procedures, and auditing practices.

EDUCATION AND EXPERIENCE:

1. A Bachelor's degree from an accredited college or university in accounting, finance, management, public or business administration or closely related area required; Master's degree or CPA preferred.
2. A minimum of five years of managerial experience is required.
3. Knowledge of and experience in fiscal management for the State of Missouri is preferred.

PHYSICAL ABILITY REQUIRED:

Must be able to occasionally stand and/or sit in legislative hearings for long periods of time.

TRAVEL REQUIRED:

This position requires occasional travel.

TO APPLY:

Open until filled. Please submit a cover letter, resume, and three references to hr@dhe.mo.gov or by mail to P.O. Box 1469, Jefferson City, MO 65102. If special accommodations are needed to participate in the application process, please notify the human resource office at (573) 751-2361. **AN EQUAL OPPORTUNITY EMPLOYER.**

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