

Classification Specification
Lewis Mason Thurston Area Agency on Aging

Fiscal Manager

BASIC DESCRIPTION

This is a key management position with responsibility over the full range of activities surrounding the fiscal management, budgeting and accounting for a governmental entity. The Position serves as one of three division managers and reports to the agency director.

This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all work requirements, which may be inherent in the position.

ESSENTIAL JOB FUNCTIONS

- Plan, organize and direct the fiscal management under the general direction of the Director.
- Serve as a member of the agency management team, developing agency policies for staff.
- Develop and maintain an approved cost allocation plan.
- Develop and administer an annual "Area Plan" budget identifying planned expenditures across multiple funding sources. Develop and administer individual budgets for each funding source, according to funding cycles (state fiscal or calendar year).
- Monitor for fiscal compliance with federal and state grants and regulations.
- Implement and maintain full accrual, fund accounting system including: general ledger, receivables, receipts, cash flow and fund availability.
- Plan, organize and direct staff in accounting and payroll. Review progress, evaluate staff performance and accomplishments to assure work is performed in a timely and efficient manner.
- Prepare annual financial statements.
- Update and maintain agency's internal control system.

Essential Job Functions-cont.

- Review and approve contractor budgets and reimbursement rates. Monitor spending and contract compliance.
- Perform fiscal assessments of contractor accounting systems and provide technical assistance for changes or improvement.
- Liaison for State Auditor's office for annual audit and for auditors of sub-recipients and other contractors. Review sub-recipient audits and review any needed corrective action plans.
- Prepare federal tax deposits and IRS information returns.
- Performs other duties as assigned.

WORKING CONDITIONS

Work is performed indoors in an office environment, usually weekdays between the hours of 8:00 AM and 5:00 PM. Travel is required within Lewis Mason and Thurston counties and occasionally to other parts of the state.

LMTAAA office is a no-smoking environment.

APPLICANT PREREQUISITES

Experience minimum: Four years of progressively responsible experience in fiscal management, including two years experience in accounting involving Federal grants.

Two years experience in a supervisory role.

Extensive experience using MS Excel.

Education minimum: B.A. degree in Business, Accounting, Public Administration or a closely related field, which includes one year of courses in accounting.

Or substituting: Any demonstrated combination of experience and education that provides the applicant with the following attributes.

Strong budgeting, accounting and auditing skills.

Strong fiscal analysis skills.

Education substitution-cont.

Knowledge of the cost and administrative requirements of federal grants.

Knowledge of business and organization management.

Ability to direct the work of subordinates and evaluate performance.

Ability to plan, organize, and manage an independent governmental finance and accounting system.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both in writing and orally.

Ability to interpret WAC, legislation, program and policy standards.

THE LEWIS MASON THURSTON AREA AGENCY ON AGING IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO WORKING WITH ITS EMPLOYEES TO REASONABLY ACCOMMODATE THEM WITH THE PHYSICAL ASPECTS OF A POSITION. QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, MARITAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION, OR THE PRESENCE OF ANY SENSORY, MENTAL OR PHYSICAL HANDICAP.