



BUDGET AND FISCAL MANAGER – SHERIFF

Department: Multiple
Job Class: 124600
Pay Range: Professional 10

FLSA Status: Exempt
Represented: No
Civil Service Status: Non-Classified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a non-classified Civil Service position appointed by the Sheriff. This is highly responsible administrative and management work in accounting and budgeting for the Pierce County Sheriff's Department. An employee in this class is responsible to manage complex budget, accounting and payroll functions having department-wide impact. Work involves wide latitude for independent judgement and discretion in the performance of assigned duties to develop, plan, coordinate and implement budget and fiscal operations to meet the needs of the assigned department.

ESSENTIAL FUNCTIONS:

- Manage the budget and fiscal operations of a department. Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Responsible to establish and supervise comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements and Generally Accepted Accounting Practices (GAAP).
- Manage a complex budget consisting of multiple/varied funds (general fund, grants, capital projects, charge-backs, etc).
- Establish standard financial policies, procedures and processes for use by fiscal and operational staff; supervise and direct data collection for the preparation and maintenance of financial reports.
- Oversee preparation of the annual budget, grant budgets and related accounting and budget work; monitor expenditures during the budget year in accordance with budget allocations; review and approve budget transfer requests from managers and supervisors.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Evaluate budget and fiscal system performance, making adjustments as necessary.
- Review draft contracts and contract amendments for completeness and compliance with procedures.
- Identify potential fund sources and prepare related applications for funding.
- Manage the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports. Meet with auditors to respond to questions and determine any changes as a result of findings.
- Responsible for the development and distribution of applicable budget and payroll information to department managers, supervisors and other staff.
- Appear before the County Executive and the County Council to present information related to the development and execution of the annual department budget.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.

BUDGET AND FISCAL MANAGER - SHERIFF

Classification Description – Pierce County

Page 2

ESSENTIAL FUNCTIONS: (continued)

- Represent the department at meetings, conferences and public appearances regarding the budget and fiscal operations of the department.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Budget and Fiscal Manager has full supervisory responsibility for staff assigned to the unit, including hire recommendation, evaluation, training and disciplinary action. Work is performed under the general direction of the Undersheriff and the Chief of Services. Work is reviewed through conferences, reports and by overall evaluation of the results achieved.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Budget and Fiscal Manager works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of:

- Relevant federal, state and local laws, rules and regulations related to fiscal operations.
- Generally Accepted Accounting Practices, theories, concepts, and terms.
- Governmental accounting principles and practices, including the Washington State BARS system.
- Methods and techniques involved in the preparation and execution of a large, complex multi-program budget.

BUDGET AND FISCAL MANAGER - SHERIFF

Classification Description – Pierce County

Page 3

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

- Fiscal management, administrative procedures and relevant laws and regulatory agency requirements including federal, state and local laws, rules and regulations.
- Sound fiscal programs and budgeting processes necessary to manage assets to ensure that budget constraints and timelines are met.
- Principles and practices of public administration, organization and employee supervision.
- Related departmental policies, procedures, bargaining agreement provisions, and rules and regulations.
- Contracting policies and procedures.
- Related and necessary financial software applications.

Skill in:

- Use of independent judgment, effective decision-making and effective problem-solving.
- Performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.
- Supervision, mentoring and team-building of staff.

Ability to:

- Analyze complex fiscal problems and to make sound policy and procedural solution recommendations.
- Implement recommendations independently and through the direction of subordinate staff.
- Maintain cooperative and effective working relationships with co-workers, other managers and supervisors, division support staff, other county personnel and the public.
- Understand and follow written and verbal instructions.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in accounting, business or public administration, or related discipline applicable to the duties of the position and four years experience in accounting, auditing, budgeting, supervision, or closely related field. Additional related education or experience may substitute year-for-year for the recruiting requirements. Governmental accounting or financial management experience is preferred

SPECIAL REQUIREMENTS: A valid Washington State driver's license may be required. Employment in the Sheriff's Department requires successful completion of a Sheriff's Department background investigation, which may include a polygraph, is required prior to employment.