### CLASS CONCEPT:  
**If JFS/CSD** - Under the general direction of the JFS Manager &/or JFS Assistant Director, plans, directs, coordinates & manages fiscal control for the Montgomery County Department of Job and Family Services.  
**If Stillwater** - Management level in accounting/fiscal management occupation under general managerial direction of the Stillwater Director and Director, Office of Management and Budget requiring thorough knowledge of financial management in order to manage and oversee budgeting, accounting, accounts payable and related financial functions of Stillwater Center and provide consultation to ensure financial integrity of funds and direct the daily activities of Stillwater Center fiscal services and supervise Stillwater Center Accounting Supervisor and other assigned staff. Performs the material and substantial duties of the classification more than 50% of the time.

### RANK | JOB DUTIES | MAJOR WORKER CHARACTERISTICS
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1 | Coordinates & ensures establishment of budgets & allocations for improved fiscal control in processing of transactions; develops financial reporting controls over appropriations, funds & obligations; reviews county planned budgets & actual expense reports; designs & updates fiscal accounting procedures; ensures operation compliance with state &/or federal regulations; manages & ensures compliance in handling of federal grants; participates in budget preparation; monitors reimbursement of federal monies or expenditure; controls purchasing activities within allotment guidelines; approves payments & reviews & approves contracts for monitoring services; controls fund distribution to various accounts; prepares, maintains & oversees preparation & maintenance of records, reports, studies &/or correspondence related to fiscal activities & operations; prepares financial statements, reports & information for audit purposes; maintains appropriate controls & checks to ensure proper cash management; reconciles financial statements as scheduled in program guidelines; prepares financial & managerial reports as required by program guidelines.  
knowledge of 1 (budgeting), 3 (inventory control), 4 (accounting), 5 (management), 7 (workforce planning), 8a (employee training development*), 9b (supervision), 12 (office management), 13b (agency policies*), 14 (government structure*), 15 (counseling), 16 (interviewing), 21 (social services – Workforce Investment Act programs); skill in 25a (typing), 25b (word processing – GroupWise, Sage MIP Fund Accounting software, Microsoft Office Word, PowerPoint, Excel*), 29 (equipment operations – personal computer, phone, multi-function device [i.e., printer, copier, scanner, fax], personal vehicle*); ability to 30f (deal with problems involving few variables in familiar context), 30h (apply principles to solve practical, everyday problems), 30j (interpret variety of instructions in written, oral or picture form), 30k (understand practical field of study – accounting), 30l (maintain accurate records), 30m (interpret extensive variety of technical material in books, journals & manuals), 30p (deal with non-verbal symbols in formulas, equations or graphs), 30r (deal with many variables & determine specific action [e.g., research, production], 31h (use statistical analysis), 32k (complete routine forms), 32l (maintain accurate records), 32o (originate routine business letters reflecting standard procedures), 32p (interview job applicants effectively), 32q (understand manuals & verbal instructions, technical in nature), 32r (prepare meaningful, concise & accurate reports), 32t (use proper research methods in gathering data), 32u (prepare & deliver speeches before specialized audiences & general public), 32z (prepare deeds, leases, wills, mortgages &/or contracts), 33e (gather, collate & classify information about data, people or things), 34c(work alone on most tasks), 34d (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of a work unit), 34g (handle sensitive inquiries from & contacts with officials & general public), 34i (develop good rapport with co-workers, clients, customers &/or patients), 34j (resolve complaints from angry citizens & government officials).

2 | Provides technical assistance to staff; monitors program compliance; reviews program financial information to ensure proper fiscal operation; uses personal vehicle to attend meetings, conferences & workshops; tracks trends in evolving program management & technology; responds to phone & written inquiries from agency & county program staff, staff from ODFJS, county commissioners & others.  

3 | Assists manager &/or assistant director in planning & implementing necessary systems & procedures to facilitate the functioning of the work unit; makes recommendations relative to programs; implements changes & provides appropriate follow-up & remedies to ensure program & operational compliance; prepares & reviews weekly, monthly, quarterly & annual reports for distribution to agency management, & agencies at the local & State levels; documents, reviews & analyzes work activity based upon individual & unit contributions; conducts unit

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meetings in order to ensure continuity of programs, policies & procedures; interviews & selects job candidates for work unit; completes employee evaluations as required; engages in coaching, mentoring & staff development activities; performs administrative, supervisory tasks; maintains knowledge of programs & available services.

**If Stillwater Finance Manager:**

Plans, organizes and directs the financial activities of Stillwater Center in compliance with county, state and Federal licensure and reimbursement guidelines, performs overall direction of Stillwater Center financial systems to provide Stillwater Center, Office of Management and Budget, County Administrator, and Board of County Commissioners, and state and Federal agencies with analyses, evaluation, projections and other financial reports and information, prepares annual operating and capital budgets for Stillwater Center, prepares state Medicaid reports and provides financial systems to attain maximum reimbursement from state and federal funding, prepares reports to support levy requests and projections, provides consultation to County View Manor Superintendent on financial matters, supervises Stillwater Center Accounting Supervisor and other assigned staff of fiscal services and assigned auxiliary functions.

Provides assistance and consultation to managers in development of budgets, negotiates adjustments to conform to overall fiscal constraints, directs accounting operations and the maintenance of detailed accounting system entries, provides advise on order control and accounts payable transactions to ensure conformance to budget guidelines and available funds, oversees payroll preparation and associated record keeping.

(Performs Related Duties as Required)

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**Knowledge of** 1 (budgeting), 2 (bookkeeping), 4 (accounting), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices), 11a (public relations), 11b (human relations), 12 (office management), 13 (office practices and procedures), 14 (government structure and process), 15 (counseling), 16 (interviewing), 17 (business), 22 (electronic data processing--PC), 23 (law--public administration, statistical methods, state federal county rules, regulations, procedures governing budget); **Skill in** 29 (equipment operation--PC); **Ability to** 30i (deal with variety of variables in somewhat unfamiliar context), 30j (define problems, collect data, establish facts & draw valid conclusions), 30n (deal with some abstract but mostly concrete variables), 30o (understand somewhat abstract field of study (e.g., physics, chemistry, math), 30p (deal with non-verbal symbols in formulas, equations or graphs), 30r (deal with many variables & determine specific action (e.g., research, production), 31d (calculate fractions, decimals & percentages), 32i (complete routine forms), 32j (maintain accurate records), 32p (proofread technical materials, recognize errors & make corrections), 32q (use proper research methods in gathering data), 32u (develop complex reports & position papers), 33e (cooperate with co-workers on group projects), 34c (coordinate with co-workers on group projects), 34f (handle sensitive inquiries from & contacts with officials & general public).

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**UNUSUAL WORKING CONDITIONS:**

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)

Completion of undergraduate major program course work in finance, accounting, public administration, business, or related discipline as required by college or university and 5 years of related experience, or completion of graduate major program in finance, accounting, public administration, business or related discipline and 1 year of related experience, - or alternative, equivalent evidence of minimum class requirements noted above.

Current Driver’s License & Proof of Automobile Liability Insurance is required. (Other Evidences May Be Substituted)

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**TRAINING & DEVELOPMENT:**