



EMPLOYMENT OPPORTUNITY

AGENCY FISCAL MANAGER

(Bilingual/Bicultural individuals are encouraged to apply)

SALARY AND BENEFITS

\$35.00 - \$46.46 hourly plus benefits package

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

Under limited direction, the agency fiscal manager is responsible for technical accounting functions related to the establishment and maintenance of accounting and fiscal records; budgetary and statistical evaluations and analyses; direction of staff engaged in accounting, budgetary and statistical work; and performs related work as required.

Positions in this class typically exist in larger county departments where the volume and complexity of the accounting, budgetary, and statistical work make it advisable to utilize a trained accountant in developing systems and fiscal controls in accordance with accepted professional accounting techniques. Incumbents in this class are fiscal experts who analyze and interpret fiscal rules and regulations and who install, modify, or reconcile accounting systems. The major duties of the job include (all duties may not be performed by all incumbents):

- Plans, organizes, directs, and coordinates a staff engaged in accounting, budgetary and statistical work.
- Provides training to staff, and evaluates staff performance.
- Provides consultation advice and guidance on more difficult technical accounting problems.
- Prepares or assists in preparing the departmental budget by assembling and directing the compliance of financial data.
- Reviews and presents to management monthly financial and statistical analyses on status of funds showing expenditures, balances, and relationship to allotments.
- Studies and evaluates accounting procedures of the department and develops and installs new and improved systems in accordance with modern accounting principles and practices.
- Evaluates adequacy of fiscal controls in accurately reflecting actual fiscal condition of operations.
- Provides leadership in modifying controls to meet record keeping needs.
- Reviews laws, legislation, and policies for guidance in performing accounting and fiscal operations.
- Coordinates the methods, procedures, and work of the accounting section.
- Coordinates accounting practices with the county Auditor in such items as reconciling records.
- Attends and participates in management staff meetings concerning interpretation of laws, rules, and regulations concerning the Department's programs related to fiscal, budget, and accounting functions.
- Confers with county, state, and federal officials.
- Signs purchase requisitions in the ordering of supplies and equipment.
- Reviews and dictates correspondence and reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of full-time increasingly responsible accounting experience including supervisory experience.

Training:

A bachelor's degree with specialization in accounting; or Completion of a prescribed curriculum in advanced accounting at an accredited college or school of accountancy, including courses in elementary and advanced accounting, cost accounting, and business law.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license.



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://www.lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251 -8315 

Revised: August 25, 2023

 **GENERAL INFORMATION** 

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.