

**CLASS TITLE: FISCAL MANAGEMENT OFFICER**

**Class Code: 02645200**  
**Pay Grade: 26A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for fiscal/financial management functions within a state agency; to control expenditures and perform, or provide budgetary and cost control expertise for the performance of, specialized and technical budgetary and accounting activities; to plan, organize, supervise and direct the work of a staff primarily engaged in field management operations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review for results obtained and conformance to established goals and policy.

**SUPERVISION EXERCISED:** As required, plans, organizes, supervises and reviews the work of subordinates; reviews work in process and upon completion for accuracy and compliance with prescribed procedures and directives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for fiscal/financial management functions within a state agency.

To control expenditures and provide budgetary and cost control expertise.

To perform specialized and technical budgetary and accounting functions.

As required, to plan, organize, supervise and direct the work of a staff primarily engaged in fiscal management operations.

To set overhead rates and formulate indirect cost proposals.

To maintain accurate records of regular and overtime payroll expenditures, mileage allowances and equipment control records.

To determine and verify balances in various agency accounts.

To be responsible for the supervision of a central fiscal file system including accounts receivable, payroll records and accounts outstanding.

To be responsible for the compilation, analysis and presentation of statistical and financial reports reflecting expenditures, unencumbered funds and projections of future requirements.

To exercise administrative direction over programs that are essentially financial in nature.

To prepare, or assist in preparing, a yearly budget and review divisional budget.

To function in a liaison capacity between various state agencies.

As required, to supervise subordinates engaged in departmental personnel functions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of fiscal/financial management practices and techniques; a working knowledge of federal guidelines for utilizing federal grant monies; a working knowledge of principles and practices of governmental budget formulation; a working knowledge of the principles, practices and methods involved in maintaining records in a centralized filing system; the ability to plan, organize, supervise and direct the work of a staff engaged in fiscal management operations; the ability to identify pertinent information from a mass of data; the ability to determine overhead rates and formulate indirect cost proposals; the ability to prepare and submit special

and reoccurring reports, including departmental budgets; the ability to deal with the public and state agencies in a tactful and courteous manner; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting, Business Administration, or Public Administration; and

Experience: Such as may have been gained through: employment in a responsible capacity involving fiscal or business management in the private sector or with a state or governmental agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 29, 1976

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