

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### OCE FISCAL MANAGER

**Department:** Office of the County Engineer  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 6251  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for overseeing the department's operating finances and project budgets. Responsibilities include planning the budget, supporting the operations and project teams, and offering insight and financial advice to executive management in order to make fiscally responsible decisions for the department. Performs advanced and complex work in managing and maintaining the assigned projects, processes, and tracking and reporting requirements of the department.

#### ESSENTIAL JOB FUNCTIONS

- Oversees the developing, reviewing, and implementing of the department's annual budget.
- Collaborates with management when developing and reviewing the annual budget.
- Participates in developing short and long-range fiscal and strategic plans, including 5-year Transportation Improvement Program (TIP).
- Monitors and reviews expenditures throughout the fiscal year and provides budgetary expenditure reports on the operating budget and transportation projects managed by the department.
- Reviews and processes invoices, procurement receipts and payments, requisitions, journal entries, and credit card receipts. Approves procurement receipts in the Tyler system.
- Acts as a liaison between the department and Budget and Finance departments within the County.
- Estimates and recognizes potential cost impacts
- Participates in developing goals, objectives, policies, and procedures of the department.
- Enters and ensures accuracy of all Budget Amendment Requests and Project Budget Adjustments in the Tyler system.
- Performs in-depth review, studies, and analyses according to direction. Conducts research, compiles facts, analyzes data, and develops recommendations, observations, or summaries.

- Develops and submits written and oral reports on a variety of special assignments relating to County government as directed.
- Attends meeting and may serve as departmental representative at meetings.
- Reads and interprets large volumes of written materials, financial data, technical materials, federal, state, and county statutes, rules, and ordinances.
- Assists with ensuring that the department complies with all procurement policies and procedures and applicable Florida State Statutes.
- Draws conclusions and expresses opinions, both orally and in writing, in a professional manner.
- Creates a variety of financial reports in Excel.
- Confers with operating officials on budget matters.
- Monitors and ensures department compliance with respect to regulatory guidelines and standards for functional areas under charge.
- Coordinates and serves as needed on internal and inter-departmental project teams and committees.
- Maintains excellent communication with both staff and vendors.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position may be responsible for directly and regularly supervising work of a relatively small numbers of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance; recommending selection of new staff members, promotions, status changes, discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in Finance, Accounting, or Business Administration. four (4) years progressively responsible experience in coordinating, managing, and tracking accounts and budget related processes for major unit/divisions; or any equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to conduct and develop cost/benefit analyses reports,
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in developing policies, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the theory, principles, and practices of public administration.
- Knowledge of government organization, administration, and the legal basis of government.
- Knowledge of research techniques, methods, and practices.
- Skills in organization and task prioritization.
- Skills in computer utilization and standard software packages.
- Ability to conduct manual and electronic research and analyze and interpret findings for preparing reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- Ability to plan and organize work.
- Ability to work independently on time sensitive complex issues.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering assistance when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/ or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, While performing the duties of this job, the employee will regularly be required to sit, talk, or hear; occasionally required to stand, walk; use hand to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*