



Fiscal/Information Services Director

(Manager II)

Unit: Fiscal & Information Services

Salary: \$79,823 - \$99,688 Annually

(Location: Fairfield)

External Posting Dates: 08/28 – until position filled

Please contact Human Resources at hr@solanowdb.org for questions or to submit your application electronically.



Functional Job Description

FISCAL/INFORMATION SERVICES DIRECTOR

Manager II

\$79,823 - \$99,688

Annual Salary

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under the direction of the Executive Director, is responsible for managing and directing the functions of the Workforce Development Board (WDB) of Solano County, Incorporated's Fiscal unit. Oversees on average a budget of \$6 million, comprised of diverse funding sources, including Workforce Innovation and Opportunity Act (WIOA) formula-funding, state, federal, sponsorship, and foundation funding. Driving on behalf of the agency is a requirement for this position. This is an exempt level position.

Supervision Exercised

Provides senior level division management for a staff of professional specialists and technicians in the Fiscal Unit. Provides overall unit direction and exercises independent leadership and management to ensure smooth day-to-day operations.

Essential Functions of the Position

- Responsible for oversight of all finance, accounting, and fiscal reporting activities. Oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements. Maintains internal control and safeguards for receipt of revenue, costs, program budgets, obligations, and actual expenditures;
- Provide presentations to the Board of Directors and supports the Board Budget committee;
- Administers major organizational functions/units of the WDB by providing senior level division management for a staff of professional specialists and technicians. Provides overall units direction and exercises independent leadership in all areas of responsibility;
- Ensures that the WDB maintains proper systems and procedures to support effective program implementation and conduct successful audits;

- Serves as a member of the WDB management team. Works closely with leadership team, not only to educate them regarding finance and accounting procedures, but also to enhance and better integrated finance, HR, and programmatic functions;
- Consistently analyzes financial data and presents financial reports, clearly communicating monthly, quarterly, and annual financials. Monitors progress and changes and keeps the leadership team abreast of WDB's financial status;
- Completes annual budgeting and planning process;
- Manages organizational cash flow forecasting;
- Oversees procurement processes, ensuring compliance with related regulations and policies;
- Provides leadership in internal communications with staff at all levels, and creates and promotes a positive and supportive work environment;
- Perform other job-related duties as required.

Knowledge of

- Knowledge and understanding of Office of Management and Budget requirements for federal funding streams, including grant accounting, reporting, and procurement;
- Knowledge of principles and practices of non-profit and government grant accounting;
- Develop and maintain a thorough knowledge of the goals, objectives, rules, and regulations related to the federal Workforce Innovation and Opportunity Act (WIOA) Programs fiscal and procurement requirements and other grants related to workforce development;
- Excellent knowledge of fiscal data analysis, risk management, and forecasting;
- Thorough knowledge of the principles and techniques of project management, personnel leadership and supervision, as well as managing a unit/department for overall performance;
- Develop and maintain thorough knowledge of program budgeting for workforce development programs;
- Knowledge of accounting and financial management software.

Skills

- Advanced capabilities with automated information and communication systems, including accounting systems, word processing, spreadsheets, data searches, and publication

abilities;

- Analytical, problem-solving, communication, and presentation skills;
- Understand and analyze data for trends, errors, and opportunities;
- Expertise in MS Excel.

Ability to

- Plan, organize, and meet objectives;
- Exercise critical thinking, independent judgement, tact, and effective interpersonal skills;
- Manage multiple tasks and meet multiple, overlapping schedules and deadlines;
- Lead and motivate professional level staff;
- Work closely with program managers to successfully align program and fiscal components;
- Communicate effectively and succinctly, both verbally and in writing. Prepare clear and effective reports, recommendations, studies, action items, etc.;
- Represent the WDB as a knowledgeable, helpful, contributing representative in the local, state, and/or national arenas;
- Maintain sound fiscal and grants management tracking;
- Work in a team environment with the WDB, co-workers, as well as fellow education/training/employment representatives, and other involved parties;
- Explain financial terms and concepts to individuals at all levels, including finance and programmatic staff, as well as board members;
- Identify, analyze, and respond to problems and/or areas of non-performance, as well as under-performance;
- Conduct data analysis and data reporting;
- Develop/maintain accurate records and information systems for complex information, guidelines, rules/regulations, directives, etc.

Education and General Experience

Education

Graduation from an accredited four-year college or university with a Major in Finance, Accounting, Business, Public Administration, or a closely related field;

AND

Experience

Three to seven years of increasingly responsible financial leadership experience. Five to ten years in accounting/financial experience. Demonstrated experience in financial management and accounting, with experience in managing federal funding streams. Experience with non-profits ideal.

OR

Substitution

(1) Additional-qualifying experience on a year-for-year basis within the functional position applied for and covered by this classification may be substituted for the required education on a year-for-year basis. (2) A Master's degree in a financial-related major or a Certified Public Accountant (CPA) licensure may be substituted for two years of experience.

Working Conditions

Primarily inside work at the WDB's administrative office and will be exposed to normal office noise. May be required to attend meetings, visit vendor/contractor facilities, work sites, etc.

Physical Demands

May occasionally be required to do minor lifting, not to exceed 20 pounds. Position will require some repetitious work, data entry, typing, filing, word process, etc.

ADDITIONAL REQUIREMENTS OF THIS POSITION

- Possess (or ability to obtain prior to employment), a valid Class C California Driver's License and automobile insurance. Possess and maintain an acceptable driving record that will meet the Employer's Insurance Carrier's Standards.
- Provide reliable private transportation for routine travel on agency business;
- Regular attendance and punctuality as part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.