

COUNTY OF SOLANO

HEALTH AND SOCIAL SERVICES FINANCIAL ADMINISTRATOR

DEFINITION

Plans, organizes and manages the budgetary and fiscal services for the Health and Social Services Department; assists in the evaluation and implementation of departmental fiscal standards, policies and procedures; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for overseeing, through subordinates, the fiscal operations of the Health and Social Services Department, which includes all of the finance and accounting services for all divisions within the Department. This class is distinguished from Deputy Director of Health and Social Services - Administration in that the latter has overall responsibility for administrative matters within the Health and Social Services Department which is inclusive of finance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Director of Health and Social Services .

Exercises supervision over mid management, supervisory and professional staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Oversees the development of the departmental budget; reviews Governor's budget to determine impact on department revenues; negotiates with CAO regarding costs and revenues in budget; estimates revenues for mid year and third quarter financial projections and year end; prepares and presents budget information to the Health and Social Services subcommittee; determines how costs are to be claimed or reported.

Responds to outside auditors regarding financial control and process questions; responds to state welfare auditors regarding claiming issues.

Writes and/or reviews Board of Supervisors financial section agenda items.

Oversees contract development, accounts payable, billing and collection and financial controls; plans, organizes and manages departmental financial and accounting services directly through subordinates including accounting/financial program reporting to ensure coordination and fiscal

control in the delivery of health and social services.

Plans and conducts studies of fiscal and accounting activities including fiscal operations and audits; analyzes need for, directs the development of new/changed data collection systems and financial management systems; develops reports and makes recommendations and implements appropriate action based on an analysis of gathered data; prepares reports and correspondence of fiscal matters.

Serves as adviser to department head on matters of financial planning; evaluates the fiscal and administrative standards and policies of the department; develops, implements and coordinates the revised administrative standards and procedures to facilitate effective accounting and financial control.

Reviews accounting processes and procedures associated with the preparation of the annual departmental budget and related fiscal justifications; directs the compilation of periodic financial statements as well as expenditure revenue, review and cost accounting reports for federal, state, county and other agencies.

Advises department staff, supervisors and managers of changes in laws, rules, regulations and practices which impact on local government accounting and fiscal procedures; interprets rules and regulations to determine accounting and auditing requirements for County General Fund and all special funds, including trust funds and externally funded programs; develops accounting procedural guidelines for internal and departmental use.

Provides leadership for the department before official bodies and the general public; answers inquiries and explains financial and accounting procedures to the public, auditors, departmental staff and governing bodies.

May be assigned additional managerial and/or administrative responsibility; may conduct special studies, convene committees or act on behalf of the Department Head, investigate and resolve issues of financial concern.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Participates on County task forces to develop policies and procedures and make software recommendations.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of management, organization, accounting, expenditure control and productivity improvement; principles and techniques of statistical and quantitative management analysis; methods of budget analysis, expenditure review and cost control; governmental and cost accounting practices accounting; laws, and regulations and procedures that apply to local governmental operations.

Methods and techniques for analyzing organizational structure, cost effectiveness and work flow.

Administrative research and analysis practices and techniques.

Methods of financing and fiscal mechanisms of health and social services and related programs.

Intergovernmental relationships and regulations affecting public health and social service delivery.

Automated systems as applicable to management and accounting services.

Grant sources.

Public information and contract administration principles.

Working knowledge of public information and public speaking techniques.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Plan, direct, coordinate and supervise and financial operations of a local public sector health and social services agency.

Formulate, develop, justify and administer the department's budget.

Identify, analyze and implement solutions to a variety of fiscal problems.

Analyze, interpret and ensure compliance with regulations, laws, policies and contracts.

Supervise, coordinate and evaluate the work of staff.

Prepare clear and concise reports on complex or detailed fiscal and other financial matters.

Formulate policy; develop program objectives and evaluate procedures.

Understand departmental objectives in relation to County goals.

Develop policy and incorporate same into operational policy and procedure.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Four (4) years of progressively responsible accounting, financial and management experience in a health or human services agency which included financial planning and evaluation, budget management, policy development.

Education/Training:

Bachelor's degree is required from an accredited college or university, preferably in Accounting, Finance, or Business or Public Administration.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Established Date: June 1994

Revised Date: February 2003

Revised Date: May 2003

BOS Date: June 30, 2003

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